

PS WD-WE Agenda - Monthly 6-27-01

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

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.)*

Acceptance of previous 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

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

New business

Executive session *(Personnel or initiative that require private discussions if necessary)*

Adjournment

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

6/27/01

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 6/27/01 at the Pinewood Springs Firehouse. The meeting was called to order at 7:12PM by President Mike Keilty.

ATTENDANCE: The following directors were present constituting a quorum: Mike Keilty, Gary Clements, Andy Sharp, Linda Mootsey and Meg Rotan. Also present were Frank Novak, Ron Savage, Cheri Brown, Rich Troiano, Patty Pirman, Dick Baker and Mark Upton.

CUSTOMER CONCERNS: 1. Patty Pirman questioned her increased usage this month. Ron had installed a new meter and it is probably reading accurately now. She still only used 2800gals.

2. Patty Pirman asked for an update on the Crescent Lake issue on behalf of the PSPOA. Letter from our attorney has been sent requesting a quick claim.

SPECIAL REPORT FROM FRANK NOVAK: Pit #8 upgrade completed, but has not been reconnected to the system. 500K tank structure is essentially completed. A few minor items still need to be done as well as painting. After the paint has cured for 7 days, the tank will be disinfected by Eidson. After passing bacteriological sampling the tank can be filled. Ron and Mark feel it would be appropriate to replace the Apache Rd. water line between Pinewood and Mohawk. Further discussion under Old Business.

MINUTES: Minutes of the May 17,2001 meeting were accepted with editorial. Motion to accept by Mike Keilty Approved unanimously

OFFICE MGR'S REPORT: One disconnect from service at E043. Water tests acceptable. Dump truck tags have been renewed. CCR mailed and copy to the State. Cheri is still working on obtaining information about the title company for sale of 655 Kiowa so we can pursue collecting on outstanding balance from previous owner.

TREASURER'S REPORT: Report given for April and May. May had a negative variance of \$7916.52 due to the bond interest payment made. Overall we are doing well in actual vs. budget. Water sales are right on target with the projections in the budget. Expenses are down once hauling is deducted from the equation.

WATER TECHNICIAN'S REPORT: Ron continues to work on the meter replacement project replacing six meters in zone 10 this past month. Zone 4 is scheduled next. Multipoint system has been ordered but is not in yet. Well #11 needs pressure tanks to get it back on line. Mike Keilty motioned to spend up to \$2500 to get the well working. Approved unanimously

The river is still running, but is slowing down, still meeting production needs. State Health inspection done. Expect report with any recommendations in July. Gary requested Ron present by the next meeting a block diagram on the Sensaphone System and how it will automate the plant.

- OLD BUSINESS:**
1. Brazelton-Andy has not been able to make contact yet, Linda will email Andy with notes from our meeting on what Mr. Brazelton was checking on and our questions.
 2. Prince well-Mike sent a letter on 6-8-01 with a revised contract, but has not gotten a response yet. Mike will contact Mr. Prince.
 3. Crescent Lake-waiting for response to our attorney's letter
 - 4 Renter billing-Gary questioned whether we should add something to the Rules and Regulations, Gary will work on wording
 5. Rate structure proposed by Andy-our attorney responded that we could do a floating rate structure if it were applied uniformly, we need to post a notice of a hearing to change the Rules and Regulations before any changes can be made. Board members will send suggestions to Andy and he will do the wording to be posted as well.
 6. CBT shares-past 10 years of data needs to be gathered including amount of water used each year and how many taps there were each of those 10 years. Meg to get with Cheri to start gathering the information to be presented to Northern Colorado Water Conservancy to determine if we are eligible to purchase or rent CBT shares.
 7. Apache Road-approximately 2400 feet, part of which is County maintained. Ron to check on the PRV's to see if they are functioning currently. Mike motioned to have Frank Novak proceed with obtaining profiling on rock formation along the proposed line.

- NEW BUSINESS:**
1. Production posting-Mike wants water production posted in a clear and understandable format, to be posted on Fridays by Cheri, Gary will be the contact on this
 2. Unpaid bills-655 Kiowa, previous renter has an outstanding bill, home sold, Cheri to send a registered letter to the new owners requesting information on the title company when they purchased the home. Board instructed Cheri to proceed with a lien on 171 Wichita. Linda and Mike will write a letter to the landlord about the DiBucci bill. Hart on a payment plan. Payment is delinquent almost 2 months so Cheri is to send a letter canceling the payment plan and requesting payment in full. Townsend will be requested to come before the Board for a payment plan or pay in full. Ferrugia to get a disconnect notice.
 3. State and Federal postings-Gary to check with attorney or SDA on requirements.
 4. Fire District water use-Ron received an email about the Fire Department's use of water after some of it had already occurred. Mike asked for it to be forwarded to him, and he will respond to Andy Lucas.
 5. Budget workshop-Gary has information on budget seminars, he has volunteered to go, Linda will see if she can attend also.
 6. Executive session-effective 8-7-01, new rules on keeping minutes of executive sessions. Meg to be the custodian of the executive session minutes.
 7. Meeting notices-annual notice indicating when we meet and where needs to be posted all year, each meeting needs a 72 hour and 24 hour notice.
 8. GASB 34-Linda is working on this new requirement.

Mike motioned to go into executive session at 10PM to discuss personnel issues. Approved unanimously

Return to regular session at 10.50PM. Motion to adjourn by Mike at 10:51PM. Approved unanimoously Meeting adjourned

June 27, 2001

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

From: Frank L. Novak

Re: Status Report

1) Pit #8 Upgrade-Completed, and ready to occupy June 1st.

2) 500,000 Gallon Tank-Eidson essentially completed the tank structure late Sunday, June 24th. On the following day, they moved all of their equipment from the tank site to the staging area next to the Fire House, and the crew returned to Albuquerque.

Minor items remaining to be done include the installation of 1) the fine gauge wire mesh screening on both the tank vent and on the discharge from the overflow line, 2) the float, guide wires and external numerical face for the water level gauge, and 3) the 4" chlorine solution line across the bottom of the tank, all of which will be done upon completion of the painting operation.

Painting will be the next step, and the latest word from Eidson indicates that the painting crew should be arriving on, or about, July 17th. It is expected that the painting will take several weeks to complete, subject to weather conditions.

After a 7 day period of curing for the paint, the tank will be ready to disinfect, which is part of Eidson's contract. Following disinfection, the tank can be filled, and upon satisfactory bacteriological sampling, it can be put in service.

Thus far, I have certified two successive monthly payments for Eidson, (\$28,030.84 and \$67, 273.10) for a total to date of \$95,303.94, against the total current contract price of \$166,053.04

3) Estimate for the Apache Road Water Line Replacement Project

Based on a meeting with Ron and Mark, it is their consensus that it would be appropriate to replace the existing water line along Apache Road between Pinewood and Mohawk. The buried phone line along this route has been located, and I have met with Marc Lyons, the Larimer County Access and Utilities Coordinator, to determine the County's requirement for backfill compaction for the line between Sioux and Mohawk, which is that part of Apache considered as being County maintained.

The above information defines the length of the line, the general route it will follow, and the degree of backfill compaction required, all of which will affect the cost of the project. However, a major cost item on a linear project such as this will be the removal of rock encountered along the route, and at present, the location and extent of such rock is not known.

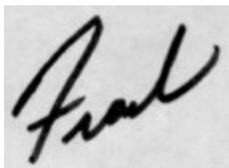
It is certainly possible to simply consider rock as a contingency, the cost of which to be dealt with when encountered. However, it is my understanding that the District is nearing the end of its bond issue funds, and it would seem beneficial to initially get as close an idea as possible as to the extent of the rock, if any, rather than proceed with the project and find part way through that there may not be sufficient funds to finish it due, perhaps, due to an unanticipated and inordinate amount of rock.

I would recommend therefore, that a rock profile be performed, once the route has been more closely defined, whereby borings are taken at varying intervals to generally identify where rock will be encountered when installing the main to its proper depth. Such a profile would cost approximately \$400.

Even with such a profile, however, any estimate will still be just that, with the only closer approach being to solicit actual Bids for the project. Should such Bids be solicited, the rock profile would be made an integral part of the Bid Documents to better inform the contractors bidding the work.

Another point to consider is the status of pressure reducing facilities. At present there are two consecutive PRV's along this route, and I believe it would be beneficial to see if the District wants to continue using both of them. In this regard, I have asked Ron to install pressure gauges on either immediate side of these PRV's to see just how they are functioning. The results from such gauge readings could determine what PRV facilities should be kept for the new line, which would also affect the cost.

I request the Board's specific direction as to just how far I should proceed with this project-and should I proceed, just what is the appropriate communication protocol I should follow in discussing the various aspects of the project.

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

June 27,2001

1. There was 1 disconnect done from May- Morris- E043-171 Wichita- total balance due including fees is \$511.84. They have received a notice that the service has been padlocked and that the next step is legal action. Langley's have paid their balance off in full to get the lock removed from their service. No new disconnect notices were mailed in June. 17 friendly reminders were mailed for June.

2. Water Tests for May and June were acceptable.

3. Residents in Zone 8 (La Chaumiere pit) had repairs to the system for an underground leak on Friday, June 22.

4. The dump truck tags have been renewed.

5. The CCR and other information was sent out in a bulk mailing to all customers on June 20 and a copy of the entire mailing was sent to the state for confirmation of mailing on June 21.

6. Regarding 655 Ktowa; I cannot get anyone to return my calls about the outstanding bill left by the previous tenant. The closing has already taken place and no title company contacted us. The new owner has given his information for the new billing, but now that I have made him aware of the outstanding balance, I can't get him to return my calls. I cannot get anyone to call me from the rental office that previously handled the account either (Borg Real Estate).

7. June 1, 2001 billing info: Gallons Billed For - 672,100 260 customers

Water Charges	\$	1,244.70	
BaseRate	\$	12,624.00	
Disc/reins fee	\$	275.00	
<u>NSFFee</u>	<u>\$</u>	<u>0.00</u>	
Total Charges	\$	14,143.70	Avg Cust Chg \$54.40

NSF's 0