

# PSWD-WE Agenda

## July 25, 2001

### Special Hearing: Proposed changes to Rules and Regulations regarding

- 1) Emergency Rate Structure
- 2) Tap Fees
- 3) "Owner" rather than "Renter" billing

*When changes to the Rules and Regulations are proposed, a special hearing is required. After the close of the special hearing a regular business session is conducted. The items discussed during the Special Hearing can be voted upon in a regular session or they can be deferred for further developmental work.*

### Agenda review & approval

Customer concerns: Delinquencies

Professional's report: 500K Tank Status  
Transfer line Project (Under Highway 36)

*(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

- 1) Apache
- 2) Brazelton
- 3) Update on CPA firm
- 4) State & federal postings
- 5) Fire district usage of water
- 6) Executive session notices
- 7) Hwy 36 line repair

New business

- 1) Community update letter
- 2) Water alert/caution status
- 3) Meeting schedule

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**

**7-25-01**

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 7-25-01 at the Pinewood Springs Firehouse. The meeting was called to order at 7:10PM by Vice President Gary Clements.

**ATTENDANCE:** The following directors were present constituting a quorum: Gary Clements, Linda Mootsey and Meg Rotan. Mike Keilty had an excused absence. Also present were Ron Savage, Cheri Brown, Mark Upton and Robin Ferrugia.

A special hearing on proposed changes to the Rules and Regulations was called to order at 7:12PM by Vice President Gary Clements.

First Item-Andy Sharp explained his proposal for an emergency rate structure to customers present. Discussion followed regarding the adjusted usage range and credit billing.

Second Item-Gary Clements proposed to increase the tap fee to \$10,000. Discussion followed from customers regarding whether it is in line with other water districts and if it shouldn't be higher.

Third Item-Gary Clements proposed to change the current billing practice and send the water bill to owners instead of renters because of problems with non-payment. Discussion followed with suggestion to send letters to the owners informing them of the change as well as a start date.

Return to the regular meeting at 8:10PM.

Motion by Andy Sharp to amend the Rules and Regulations regarding water charges (see attached).  
Approved unanimously

Motion by Gary Clements to amend the Rules and Regulations Appendix A, Section 5, to increase the tap fee to \$10,000. (see attached) Approved unanimously

Motion by Gary Clements to amend the Rules and Regulations adopting an owner rather than renter billing system starting September 1, 2001. (see attached) Approved unanimously Cheri Brown to send letters to the landlords informing them of the change and the start date.

**CUSTOMER CONCERNS:** 1. Robin Ferrugia came to the meeting to discuss a water bill payment plan. Board agreed to accept a six-month plan to pay the bill in full. This may be delayed if water hauling increases her bill too much to pay it in six months. She will need to come before the Board if this happens.

2. Mark Upton asked for a status on the Crescent Lake issue.

3. Rae James is buying property that has not paid taxes since 1974. The buyer wants a water tap. Linda will talk to the buyer, and Gary will check with the tax office on the status of the property. We may need legal advice on our obligation to supply a tap.

4. Mr. Prince contacted Gary requesting the Board send a letter indicating the well on his property he sold to Glasgow is legal. Gary said he could not take any action as a single Board member

and requested Mr. Prince attend the meeting. He did not attend. Gary will contact Larimer County to remind them the property is not entitled to a well.

5. Kevin Clements on Navajo is requesting an easement across Water District property to bury his electrical line. The Board needs to see the plan and information on whether he has obtained permission to cross the road.
6. Discussion of delinquent bills.

**SPECIAL REPORT FROM FRANK NOVAK:** Report submitted in written form in Frank's absence. Discussed the Apache Rd. project and decided to put it on hold until the bills for Highway 36 line repair are totaled. Andy Sharp will contact Frank and let him know.

**MINUTES:** Minutes of the 6-18-01 meeting were accepted as read. Minutes of the 6-27-01 and 7-12-01 were accepted with editorial. Motion to accept all three minutes by Andy Sharp.  
Approved unanimously

**OFFICE MGR'S REPORT:** Major items were discussed under customer concerns.

**TREASURER'S REPORT:** Year to date ending 6-30-01 shows a net income of \$5,833.85. Actual revenue and expenses vs. budget are favorable and on target at this time.

**WATER TECHNICIAN'S REPORT:** The tanks are dropping about 10,000gal/day. We need to consider hauling when the tank storage reaches 400,000. Highway 36 boring completed, and the final new line connections should be done by 7-26-01. Gary reminded Ron that his report on the Sensaphone device was due this meeting, but it was agreed to delay until next meeting due to Ron's busy schedule with repairs. Ron said Mark Upton donated a unit we may be able to use instead.

**OLD BUSINESS:** 1. Apache-discussed under Professional's report.

2. Brazelton-Andy has talked to Mr. Brazelton and they reviewed the river status and Big Elk Meadow's flume that has a temporary fix.
3. Update on CPA firm-Linda met with the new firm and discussed our needs. Linda will write a letter to Carl Henderson informing him of the change to the new firm. Andy Sharp made a motion to change firms to Clifton Gunderson. Approved unanimously
4. State/Federal Postings-discussion postponed
5. Fire District-no update on Fire District use of water. Gary suggested that the water district inform the fire district when low supply conditions would affect fire flow.
6. Executive session notices-discussion postponed
7. Highway 36 line repair-Motion by Linda Mootsey in follow up to the special meeting of 7-12-01 to discuss bids to repair the line to appropriate approximately \$30,000 from the operating capital funds to make the necessary repairs. Approved unanimously

**NEW BUSINESS:** 1. Community update letter-Linda and Gary to work on a letter to send out with the water bill updating the community on any new issues possibly including the new tank status, line breaks. Crescent Lake, and the Little Thompson status, plus coming Board vacancies.

2. Water alert caution status-Frank has contacted Dale Rademacher about purchasing water and Ron talked to McDonald Farms last week about hauling. Ron will call McDonald Farms tomorrow to get prices. Andy recommends we plan to start hauling water August 1 due to the tank levels and to make the billing easier. The rest of the Board members present agree.

3. Meeting schedule-change August meeting to 8-29-01 from 8-22-01 to accommodate Board members schedules.

Motion by Andy Sharp to adjourn to executive session for personnel review. Approved unanimously. Adjourned to executive session at 11:10PM.

Return to regular session at 11:30PM.  
from \$9.50/hr to \$10/hr effective 7-23-01

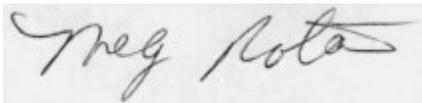
Motion by Meg Rotan to increase Cheri Brown's pay  
Approved unanimously

Motion to adjourn the meeting by Andy Sharp.  
adjourned at 11:32PM.

Approved unanimously

Meeting

Respectfully submitted,



Pinewood Springs Water District

Operational report June 27<sup>th</sup>, 2001 Through July 25<sup>th</sup>, 2001

Date: Wednesday, July 25, 2001

From: Ron Savage Water Supervisor

Total water production June 2001

1,042,217 gallons

775,487 gallons from river

0 gallons hauled

266,730 gallons from wells

Water breaks: 5: Mohawk, Pinewood , and Wichita.

All water meters read July 1<sup>st</sup> and 2<sup>nd</sup>

8 water meters, replaced

Tanks 500 K 21.7 ft 100k 21.42 ft

Water production from river about 25850 gallons/day avg.

Pit #8, Tap made on 4" water line

Crescent Lake Pressure tanks on order 4 to 8 weeks fabrication and delivery time.

2 Meters to replace yet in Zone 4.

River is dry producing slightly from alluvium.

500K Tank inside primed.

Water Line across Hwy 36, the 6" and 3" and two 4" conduits are installed in the casing, the 6" is connected, on the East side, will probably be finished tomorrow.

John Parrish (Parrish Sales) will be here Friday AM to install the radio telemetry for the 20K tank and May Ave Pump Station.

July 25, 2001

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

From: Frank L. Novak

Re: Status Report

1) 500 K Tank The painters arrived on Monday, July 23rd, to begin grit-blasting welded joints and other abraded areas, and to apply a prime coat to these, in preparation for applying the interior and exterior coats. This crew has come directly from a job in Jamestown, during which they completed 5 of their standard 8 day shift, which means that they had 3 days left when they arrived here. They are therefore returning to Albuquerque today for their break, and will be back next Wednesday, August 1st, to start an 8 day,(10 hours per day) shift on our job. It is anticipated that they shall complete our project well before the contractual date of September 1,2001.

Payment of the recently submitted Request # 3 for payment, will bring the total paid to date to Eidson as \$133,334.08.( We still retain \$10,923.40.) Painting and tank disinfection are the only remaining items of work under their contract

2) Transfer Line Crossing Under Hwy. 36

A) Bored Casing-Drake Construction moved onto the job site on Monday, July 16th, set up their equipment on Tuesday, did 20' of the bore on Wednesday, completed the bore on Thursday, and cleaned up and began moving out on Friday, July 20th.

The cost for their work was \$15,306.25,(against an originally projected cost of \$16,000,) which reflects actual pay quantities, further adjusted by my request that they deduct any sales tax on the steel casing pipe which they may have included in their original proposal to us.

B) Water Lines Lyons Excavating, working with Ron, were on the job today installing the 4" and 6" ductile iron lines plus two 4" spare plastic conduits (for possible future use) through the casing,

Old Business - Apache Rd. Water Line Replacement

As earlier established, it was the opinion of Ron and Mark that if any part the Apache Rd. water line was to be replaced, that a reasonable approach would be that segment lying between Pinewood and Mohawk.

Accordingly, five separate Contractors were individually contacted to provide a consensus for a budgeting estimate for the installation of 2500 lineal feet of 4" C-900 PVC water main, including six long services and nine short services, with the backfill meeting Larimer County Road Department specifications where applicable.

These Contractors are Lyons Excavating, Blue Mountain Excavating, E/Z Excavating, Nixcavating, and Ray's Backhoe Service.

For statistical purposes, the high and low estimates were eliminated, with the average of the remaining three being approximately \$75,000. (If all five estimates were included, the average would be approximately \$69,000.)

It is important to acknowledge that these were provided as budgeting estimates only, and are not to be considered as firm proposals.

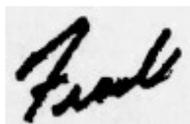
At the last regular Board meeting an expenditure of \$400 was approved to conduct a rock profile along the route of the new water line, to get some approximate idea, at least, as to the existence and extent of rock along this route. However, after some discussion with the contractor on this, I received the proposal just several days ago, and this work has not been done as yet, and, therefore, the estimates quoted by the above contractors do not include anything for rock.

However, in light of the recent unexpected costs of the Hwy. 36 crossing, and acknowledgement of the above estimates, I thought it might be better for the Board to consider first whether or not it wishes to proceed with Apache, before spending the \$400 for the rock profile.

(Another Issue to be resolved is the number of pressure reducing stations needed along this new route, and this will be determined when gauges can be installed on either side of the existing PRV units. Therefore, there is neither any cost for any such PRV units included in the estimate.)

Should it be decided to proceed with the project, the only real way to determine its actual cost would be to prepare project documents and solicit formal bids for the work, prior to which the rock profile could then be conducted and provided as supplemental information to the Bidders.

Another option to proceed would be to hire a Contractor on a Time and Material basis to complete as much of the work as funds would allow.

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  
 July 25, 2001

1. Status on Morris: A lien was applied to the property by Jake. We received a payment for \$266.31 that covered everything except for the lien removal fee of \$100, which Mr. Morris is aware will be billed. 1 additional disconnect notice was mailed in July. It has been paid in full. 16 friendly reminders were mailed for July.
2. Water Tests for July were acceptable.
3. Regarding 655 Kiowa: The closing was handled by Transnation Title in Estes Park. The buyer (Drabousky) was represented by Tom Adams. Judith at Transnation says they are not at all responsible. Tom said he represented the Drabousky's and that John Novotny represented the seller. I got in touch with Mr. Novotny this week. He informed me that the Drabousky's were given the security deposit that was not refunded to the renters. I have not been able to confirm this with Mr. Drabousky. If it is indeed true, the new owners should take care of the bill with no further questions. The bill being sent to the old tenant has since been returned with no forwarding address. I will continue pursuing this.
4. Break at pump station on Sunday, July 15<sup>th</sup>. Repaired Monday am. Break at 353 Wichita on Thursday, July 19<sup>th</sup>. Repaired same am.
5. I have searched through all of the discs I have for production vs. customer information for Meg. I have come up with a very limited amount so far, but am still digging for more information. I will probably need to continue the search at the firehouse and at the plant where all the other old information has been stashed.
6. Regarding the customers sent cancellation of payment plan letters: Hart and Byers did not pick theirs up from the post office. Townsend and Ferrugia did and have stated they would try to be present at the meeting tonight. We will need to come up with alternate notification methods for Hart and Byers, I suppose. I have detailed payment history on each of the four dating back one year.
7. July 1, 2001 billing info:                      Gallons Billed For-668,400      Gallons Pumped - 1,042,217 262  
       customers    259 taps

Water Charges	\$	1,190.80	
Base Rate	\$	12,864.00	
Disc/reins fee	\$	200.00	
<u>NSF Fee</u>	<u>\$</u>	<u>0.00</u>	
Total Charges	\$	14,254.80	Avg Cust Chg \$54.41

NSF's      0

## Proposal for changes to the Rules and Regulation of the PWSWD

(6) The basic water service fee for a single-family residence (1.0 EQR) is calculated as follows:

- (A) The basic monthly service charge is assessed regardless of water usage. The monthly service charge is \$48 for the billing period.
- (B) In addition to the basic monthly service charge, water usage is charged based upon the following usage schedule for water produced by the water district:

<u>Usage Range (gallons)</u>	<u>Charge (per 100 gallons)</u>
0 to 3000	\$0.10
3001 to 6000	\$0.50
6001 to 9000	\$3.00
Greater than 9001	\$5.00

(C) In the event that water hauling becomes necessary, the costs to haul water will be billed to customers in addition to the normal usage charges as follows:

1. Customers will be advised when hauling rates go into effect and meters will be read on that date. Usage to that point in the month will be billed according to the structure described in (B) after the usage ranges are adjusted in proportion to the fraction of the month before hauling began.

$$\frac{[(\text{days before hauling}) / (\text{days in month})] (\text{usage range})}{\text{adjusted usage range}}$$

2. The following equation (expressed in gallons) will be used to determine if any water produced in the district during the hauling period can be billed at the normal rate described in (B) after the usage ranges have been adjusted in proportion to the fraction of the month after hauling began.

$$(\text{total billed usage}) - (\text{total hauled}) = \text{total normal cost water}$$

Total normal cost water will be equally divided amongst the customers and billed at the normal rate. Zero usage customers will not be included in this equation.

3. The hauled water will be billed according to the following hauled water structure.

<u>Usage Range (gallons)</u>	<u>Charge (per 100 gallons)</u>
0 to 3000	estimated cost
3001 to 6000	1.5 X estimated cost
Greater than 6000	2 X estimated cost

These ranges refer to a customer's total usage during the hauling period. These usage ranges will be adjusted in proportion to the fraction of the month when water was hauled and to reflect water billed at normal rates [see section(6C2)].

$\{[(\text{days hauled})/(\text{days in month})] (\text{usage range})\} - (\text{normal rate water from section 6C2}) = \text{adjusted hauled cost usage range}$

**APPENDIX A**

**SCHEDULE OF WATER RATES AND TAP FEES**

- (1) Service fees commence when the District superintendent installs the water tap at a residence.
- (2) The Application and Permit for Water Tap and/or Service and a tap fee must be submitted prior to any tap being made.

<b><u>CUSTOMER DESCRIPTION</u></b>	<b><u>EQR UNITS*</u></b>
A. Single-family residence	1.0
B. Bars and Restaurants per each 25 person seating capacity or part thereof	1.0
C. Commercial or public buildings such as stores, offices, and similar uses having no process water:	
1. Minimum for each building or customer up to 1,000 square feet per building area	1.0
2. For each additional 1,000 square feet of building area or part thereof	1.0
3. Additional for each part of public rest rooms	1.0
D. Churches and non-profit organizational halls (no residence or regular eating facilities)	1.0

\*The EQR Units for Customer Descriptions, not included in the schedule, will be determined by the Board of Directors upon receiving the request for service.

- (4) The minimum tap fee for any service is one (1) tap per building.
- (5) The basic tap fee is \$7,50010,000 per single-family equivalent residential unit, (1.0 EQR).
- (6) The basic water service fee for a single-family residence (1.0 EQR) is calculated as follows:
  - (A) The basic monthly service charge is assessed regardless of water usage. The monthly service charge is \$48 for the billing period.
  - (B) In addition to the basic monthly service charge, water usage is charged based upon the following usage schedule:

<u>Gallons Used</u>	<u>Charge (per 100 gallons)</u>
0 to 3000	\$0.10
3001 to 6000	\$0.50
6001 to 9000	\$3.00
Greater than 9001	\$5.00

- 1.3.6 "Customer" shall mean any person, company, corporation or governmental authority or agency who is a property owner within the District and is authorized to use water or connect to a water main under a permit issued by the Board of Directors.

**7.8 Payment of Monthly Service Charges. All monthly service charges shall be paid as herein set forth.**

- 7.8.1 The service charge shall be billed to each customer every month, which will be termed a "billing period." Service charges will not be billed to renters, as they are the responsibility of the property owner.
- 7.8.2 The monthly service charges shall be due and payable on or before the last day of the month following the billing period. If the Customer feels said statement is in error, the customer must file in writing, a notice to the Treasurer of the District of the presumed error, and request a clarification. If the Treasurer is not able to provide a satisfactory clarification for the customer, the customer's bill shall be reviewed by the Board at its next regular meeting. The Customer or his representative may be present at the meeting. Upon review by the Board and/or revision, if necessary, of the statement, payment shall be due and payable no later than the tenth day of the following month.