GREATROCK NORTH
WATER & SANITATION DISTRICT

Date: January 26, 2015

To: Greatrock North Water and Sanitation District, Board of Directors

From: Lisa A. Johnson, District Manager

Re: February 3, 2015 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. December 2, 2014 regular meeting minutes.
2. December 2014 claims
3. January 2015 claims
4. ICA with Northern Colorado Constructors, Inc. for Emergency Services.
5. Resolution No. 2015-02-01, 24-Hour Posting Location.
6. Consider approval of Independent Contractor Agreement with High Plains Engineering and Design for Geotechnical Services related to the Greatrock North Pump Station Project (enclosure – 009).
7. Consider approval of Independent Contractor Agreement with PWSI for Survey Services related to the Greatrock North Pump Station Project (enclosure – 010).

I recommend approval of the consent agenda items.

III.A. December 31, 2014 Financial Statements

I will present the fourth quarter financial statements at the meeting.

I recommend acceptance of the December 31, 2014 unaudited financial statements and cash position schedule.

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic reviewed the October and November resumes, and did not find any cases that he thinks the District would have an interest in opposing.

Summary of mid-month meeting with Directors Fleck and Wyckoff

Director Fleck and Wyckoff, Mr. Simons and I met on December 22, 2014 and on January 16, 2015.. Topics discussed were as follows:

- Reviewed Pure Water Solutions report on R.O. Analysis
- Reviewed options for concentrate management – new treatment process, additional evaporation pond, additional RO treatment.
- Status of discussions with CDPHE on discharge permit.
- Discussed overflow of GRN tank that occurred on 12/19/14.
- Update on GRN Pump Station Improvements Project.
- Discussion on contract administration.

Summary of 2015 Operations Meeting and 1st Quarter Operational Review Meeting

Director Wyckoff, Mr.Simons, Mr.Rabas and I met on January 16, 2015 and again on January 26, 2015 to discuss operations. Actions items from those meetings are listed below:

Jeff

1. Order pressure logger and install at Director Wyckoff's house for a period of time to gather pressure data.
2. Order equipment to aide in locating water service lines.
3. Contact locate service providers to understand what equipment is used to locate service lines.
4. Determine cost to purchase metal detector.
5. Identify valves at each location and indicate how they are used- document in map and post to each facility.
6. Contact vendor to confirm information/quote is accurate for 2" meter @ GRN – LFH.
7. Ensure inspections of new service lines are done per specifications – adequate amount of squeegee.
8. After Brad confirms curb stop specifications, order curb stop boxes and curb stops for inventory.
9. Order flood lights for use during emergency services.
10. Obtain bid to repair/replace couplers on permeate line at RO Plant.
11. Order valve box inserts for all yard valves. Indicate valve # and normal open or normal close and include in valve box insert.
12. Order curb stop keys and store at each facility.

13. Order and install safety covers on vent covers outside each facility.
14. Obtain quote to inspect Cla-Valve PRV at RO Facility and add pressure gauge to outlet side of globe style valve.
15. Replace wafer style tank check valve in RO Facility.
16. -Once items 14 and 15 above are complete, remove spool from original by-pass line. Fabricate 90 degree elbow and point downward.
17. Shut-off ALV-2 – use only ALV-1 to reduce TDS– complete 1/26/15.
18. Link all photos take to Allmax software.
19. Review daily reports to determine formatting issues and communicate to TLECC.
20. Schedule 11 month warranty inspection for BECR pump station improvements project.
21. Continue to follow-up with Dan LaCoe to ensure curb stop is cut down at address on 167th Ave.

Brad

1. Controls Consultant – discuss service issues with TLECC.
2. Confirm curb stop specifications and communicate to the group.
3. Contact Pure Water Solutions to request quote to calibrate Thornton display and RO probes, etc.

Lisa/Dan

1. Obtain meter and water service line parts for emergency repairs such as meters and accessories and yolks. Store in plastic tubs and identify contents. (Dan Cordova to work with Jeff if he is unable to order correct yolks).
2. Record pictures for any new meter and curb stop for all new services.
3. Research photos sent by Director Wyckoff regarding original installation of GRN tank.
4. Dan to contact Jeff to schedule back-flow inspections needed at facilities.
5. Dan to send Jeff contact information for Diversified Locating Services.
6. Dan to ensure plastic frost lids are being installed in all new meter pits.
7. Schedule quarterly operational review meetings.

All

1. Debrief after every project, emergency call, etc. – short meeting to discuss successes and areas of improvement.
2. Provide maintenance items to Lisa by 2nd Wednesday of each month. Lisa to prepare list of items and transmit to Jeff by 2nd Friday of each month. Jeff to schedule work the 3rd week of each month. Jeff to include status of work in monthly operations report.