

# RECORD OF PROCEEDINGS

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE FOREST VIEW ACRES WATER DISTRICT AND THE BOARD OF DIRECTORS OF THE WATER ACTIVITY ENTERPRISE HELD May 28, 2015

A regular meeting of the Board of Directors of the Forest View Acres Water District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was held on Thursday, May 28, 2015, at 6:00 p.m., at the Monument Sanitation District, 130 2<sup>nd</sup> Street, Monument, Colorado. This meeting was open to the public.

### ATTENDANCE

In attendance was Directors:

Tim Sobik  
Anne Bevis  
Hans Zimmermann  
Eugene Ashe

Absent was Eckhart Zimmermann whose absence was excused.

Also in attendance were:

Joel Meggers; Community Resource Services ("CRS")  
Gabby Begeman; ORC, LLC Water Company  
Teigan Gulliver; JDS Hydro Consultants, Inc.

### ADMINISTRATIVE MATTERS

Director Ashe called the meeting to order at around 6:04 p.m., Mr. Meggers distributed for the Board's approval the proposed agenda. Following discussion, upon motion duly made by Director Hans Zimmermann and seconded by Director Ashe, vote was taken and the agenda was approved as amended.

Minutes - The Board reviewed the minutes of the April 30, 2015 Special board meeting. Director Sobik moved the minutes be approved as amended. Upon a second by Director Bevis, vote was taken and motion carried unanimously.

Public Comments – none.

## RECORD OF PROCEEDINGS

### OPERATIONS & MAINTENANCE

Operations Report – Ms. Begeman with ORC presented the May Operations report to the Board.

Review and Discuss Sanitary Survey Findings Conducted on May 11, 2015 – Ms. Begeman present to the Board that the district passed the inspection with only minor comments cited in sections 7.T110 and 8.R525 in the findings report.

Provide Update on SWTP Facility and Site Improvements – Ms. Begeman with ORC reported that Central Colorado Builders is finishing up the painting. The board directed ORC to eventually demolish the existing storage shed by the SWTP after new shelving is installed in either the ATP or new booster station.

Review and Discuss Customer Concern regarding Late Fees and Penalties - The board reviewed and discussed the current policies billing and collection policies of the board. The board directed staff to make the following changes:

1. Send the collection letter out when an account is 45 days past due. (Not after only 5 days late)
2. Only send out invoices after all charges are posted.
3. When a customer has a concern resulting in a letter (or email) to the Board, make it SOP to include the item on the agenda and invite the customer to the next board meeting.
4. Include all fees and penalties on the back of the bill.

### CAPITAL ITEMS

Review and Discuss Bidding Process for New Booster Station – Ms. Gulliver reviewed and discussed the bidding process with the board and indicated that the bids would be available for the board to review at the next board meeting.

Update on Improvement Schedules A, B & C – Ms. Gulliver stated the project has started and recommended approval and payment of Pay Application #6.

Update on Backwash Pond Improvements – ORC and JDS reported that the adjacent site to the SWTP needed improved drainage and erosion control because damaged had occurred to the SWTP site. JDS or ORC will pursue contacting the property owner and county to coordinate resolution of the issues.

Review and Consider Approval of Price Quote and Change Order #5 form Global Underground for Red Forest & Forest View Roads Line Replacement – JDS presented the change order and price

## RECORD OF PROCEEDINGS

---

quote. The board directed staff to hold-off on this item until the booster station bids can be evaluated by them.

Review and Discuss Work to be Submitted to CDPHE and Funding by the Green Loan and Grant - Mr. Meggers reported that the cellular meters will be submitted for funding from both the green loan and grant along invoices from JDS and Global.

### FINANCIAL MATTERS

#### Payment of Claims

Mr. Meggers requested that the Board approve payment of claims represented by check numbers 03784 – 03801 totaling \$116,598.84 and ratify check #03783 totaling \$10,372.20. Director Hans Zimmermann moved that the Board approve the payment of claims. Upon second by Director Sobik, vote was taken and motion carried unanimously.

Monthly Cash Position and Unaudited Financial Statements - Mr. Meggers presented the monthly cash position and unaudited financial statements for review by the Board which were accepted by the Board.

Review Capital Projects / Fund Financial Projections - Mr. Meggers and JDS reviewed the capital projects with the board and presented the cost estimates and financial projections for this year.

OTHER BUSINESS Update on Source Water Protection Plan/Grant – Director Sobik contacted Kimberly of Rural Water and she informed him that the signs would be dropped off on June 15<sup>th</sup> to be installed. Director Sobik also commented that he would be pursuing the installation of 2 additional balusters at the ATP well-head site.

### LEGAL

Director Bevis moved that the Board enter into Executive Session pursuant to Section 24-6-402(4) (b), C.R.S. Upon second by Director Hans Zimmermann, vote was taken and motion carried unanimously.

The following items were discussed:

- Review and discuss 1985 Agreement Negotiations – Director Bevis is developing a project list.
- Discuss Drafting of Raw Water Delivery System Operations Agreement
- Review and Discuss Higgins Inclusions – Dropped items out. Inspect pipes.
- Review and Discuss Additional Potential Inclusions

**RECORD OF PROCEEDINGS**

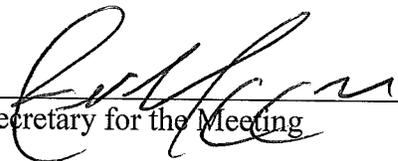
---

The session was entered into at approximately 7:45 pm. and exited at approximately 8:15 p.m.

ADJOURNMENT

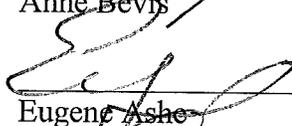
There being no further business to come before the Board, upon motion duly made by Director Bevis, seconded by Director Hans Zimmermann, the meeting was adjourned at approximately 8:16 pm.

Respectfully submitted,

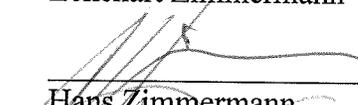
  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 28, 2015 MINUTES OF THE FOREST VIEW ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
Anne Bevis

  
Eugene Ashe

  
Eckehart Zimmermann

  
Hans Zimmermann

  
Tim Sobik