

# 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 January 26, 2017

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, January 26, 2017, 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 were Directors:

Gene Ashe  
Anne Bevis  
Timothy Sobik  
Brad Hogan  
Hans Zimmermann

#### Also in attendance were:

Jim McGrady; Community Resource Services ("CRS")  
Clyde Penn; ORC, LLC  
Mr. McGinn; JDS Hydro,  
Blair Dickhoner White Bear Ankele

### ADMINISTRATIVE MATTERS

Director Ashe called the meeting to order at around 6:01 p.m.

Agenda - Mr. McGrady distributed for the Board's approval the proposed agenda. Move item 5D to item 1F. Motion was made by Director Zimmermann and seconded by Director Sobik to approve as amended, vote was taken and the agenda was approved.

Minutes - The Board reviewed the minutes of the December 8, 2016 Special Board meeting. Director Hogan moved the minutes be approved as presented. Upon a second by Director Bevis, vote was taken and motion carried unanimously.

Review Action Item Management Report for December 8, 2016 Board Meeting - The Board asked ORC to provide a firm price quote and a scope of work for the work at the Surface Water plant that was suggested by Ms. Begeman. Include a discussion during the Capital Improvement Meeting of what to include on the large

## RECORD OF PROCEEDINGS

---

system map that was requested by ORC and JDS agreed to develop mapping in the capital improvement meeting. Rockbrook high water usage issue has been resolved. ORC Contract has been completed although the Board would like additional time to complete their review of the contract. The existing hydrant repair has been completed. The number of hydrants in the District is approximately 65. The Board would like a proposal from Shamrock Water Service to inspect the 65 hydrants and provide a report on their condition.

Review & Consider Professional Services Agreement between White Bear and Ankele and FVAWD to Provide General Counsel Legal Services to FVAWD – Blair Dickhoner was in attendance. Paragraph 4 contains a reference to Dodd Frank. If Dodd Frank is repealed Director Zimmermann would like to revise the contract to reflect this possibility. Mr. Dickhoner agreed to modify the agreement to reflect this possibility. Director Zimmermann moved to approve the agreement with White Bear and Ankele. Upon second by Director Sobik, vote was taken and motion carried unanimously.

### OPERATIONS & MAINTENANCE

Operations Report – Mr. Penn presented the December 2016/January 2017 Operations Report. The Arapahoe Plant produced 7% of the District's Consumption in December. The Board reviewed the water level report and requested that future reports go back several years so that the static water level recovery can be observed. The total distance from the Palmer Lake Hydrant Fire to the booster pump station is approximately 850 feet. Mr. Penn found 600 feet of hose and would need to obtain another 300 feet of hose in order to make the connection. The Board authorized Mr. Penn to obtain the extra hoses. Mr. Penn will move hoses to the Booster Pump Station. The tie-in needs to be installed at the Booster Pump and Mr. Penn felt this was something he could do. Mr. McGinn and Ms. Dall will need to look at a fitting on the discharge side of the Booster Pump Station so that we can serve Palmer Lake. Mr. Penn will talk to Palmer Lake about helping them out. The newly installed main on Granite Circle had a good Chlorine residual and the main was put in service. The Board reiterated their desire to obtain a scope of work for the Surface Water Plant improvements. Gabby and John need to discuss the MPA test. Mr. McGinn questioned if this test needs to be done. According to Mr. Penn the current flow rate through the Surface Plant is 35 – 40 gallons per minute.

Update from ORC regarding Surface Water Treatment Plant enhancements and direction from the Board regarding completion date of improvements - the Board wants to move on this proposal

## RECORD OF PROCEEDINGS

---

but they need to receive a more detailed scope of work and a not to exceed price from ORC.

Update Board regarding status of preventative maintenance items and recommended next steps – Mr. Penn indicated he is working on several items. The evaluation of fire hydrants is very important.

Rekeying of District Facilities – Arapahoe, Surface Plant and Booster Station. The Board suggested that the keys match up to newest key and the Board indicated that the keys to the facilities should be stored in a lock box at the facility so that the Board does not have to carry multiple keys with them in the future.

### CAPITAL ITEMS

Monthly Report prepared by JDS Hydro – Update on J.J. O'Donnell work at Booster Pump Station, specifically new stoop, work on transformer pad, release of retainage. J.J. O'Donnell has poured the pad for the door and it looks good. There is still a need to finish the transformer pad as it does not meet JDS's standard of work. Ms. Dall will be doing upgrades to the Map Book in mid-February.

Update on Phase 4 Water Improvements – The Board asked Mr. McGinn if an additional warranty is needed on the area where the tap broke the pipe. Mr. McGinn feels that when the repair to the split pipe was made, there should have been a minimum of 18" from the cracked area to where a dresser coupling was installed. Mr. McGinn stated that he would like to see a new, full section of pipe, be installed rather than the 5-6 foot section of pipe that Schmueser installed. The Board concurred with this suggestion. Mr. McGinn will discuss this with Schmueser. Mr. Penn also noted that the amount of dirt left on the streets was substantial and that the streets need to be cleaned up. Granite Circle issues: There were three leaks on Granite Circle two have been fixed and one still needs to be fixed.

Approval to Pay Application from Schmueser and Associates - Director Bevis moved to approve the Pay Application Number 2 with Schmueser and Associates in the amount of \$220,503.22. Upon second by Director Hogan, vote was taken and motion carried unanimously. Mr. McGrady will hold the check until the District is reimbursed from the State.

### FINANCIAL MATTERS

Payment of Claims - Mr. McGrady requested that the Board approve payment of claims represented by check numbers 04191 – 04218 totaling \$112,246.74. Director Zimmermann moved to approve the payables. Upon a second by Director Hogan, vote was taken and motion carried unanimously.

## RECORD OF PROCEEDINGS

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

Review and Consider Approval of an Audit Engagement Letter for fiscal year 2016 between Schilling and Company and Forest View Acres Water District – Director Bevis moved to approval the Engagement Letter. Upon a second by Director Zimmermann, vote was taken and motion carried unanimously.

### FURTHER BUSINESS

Review and Discuss Look Ahead Report – Mr. McGrady reviewed the report with the Board. Notice on rates next week. The Board would like to schedule a meeting to discuss Capital and other items on Wednesday, March 8<sup>th</sup>, 3:00 p.m. at the Arapahoe Plant. The Board will also like to discuss the various Policy items that have been listed on the Look Ahead Report. This meeting will be a Work Session and Mr. McGrady will develop an agenda for the meeting.

Review and Consider Approval of the Updated Emergency Action Plan- This item was deferred until the February meeting. The Board requested that we add Mr. Dickhoner to the vendor list. Board will provide Mr. McGrady with hand written comments.

Review and Consider Approval of Contract between ORC, Professionals and Forest View Acres Water District for Calendar Year 2017 – Vote deferred until next meeting. Mr. McGrady will email last year's contract. The Board wanted Mr. McGrady to inform ORC that the contract should be the same 32 hours per week during construction and then reduce to 20 hours per week beginning in April. The Board also requested that the spreadsheet Ms. Begeman shared with the Board in October 2016 be retransmitted to them for review.

Schedule Date for Capital Improvement Master Planning Work Session - March 8, 2017 Arapahoe Treatment Plant 3:00 p.m.

### LEGAL

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

The following items were discussed:

- Review and Discuss 1985 Agreement Negotiations

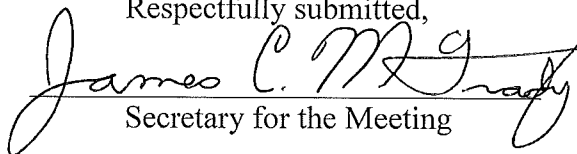
**RECORD OF PROCEEDINGS**

- Provide Update on Items Associated with 40Acre Land Swap with U.S. Forest Service

The Executive session was entered into at approximately 8:23 p.m. and exited at approximately 8:34 p.m.

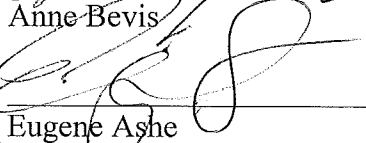
ADJOURNMENT There being no further business to come before the Board, upon motion duly made by Director Sobik, seconded by Director Bevis, the meeting was adjourned at approximately 8:35 p.m.

Respectfully submitted,


  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 26, 2017 MINUTES OF THE FOREST VIEW ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Anne Bevis

  
\_\_\_\_\_  
Eugene Ashe

  
\_\_\_\_\_  
Brad Hogan

  
\_\_\_\_\_  
Hans Zimmermann

  
\_\_\_\_\_  
Tim Sobik