GREATROCK NORTH
WATER & SANITATION DISTRICT

Date: February 24, 2015

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

From: Lisa A. Johnson, District Manager

Re: March 3, 2015 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. February 3, 2015 regular meeting minutes.
2. February 2015 claims
3. December 31, 2014 Revised and January 31, 2015 Financial Statements
4. Operations and Maintenance Update and monthly work orders
5. Water quality Report
6. 11-month Warranty Inspection letter – Box Elder Creek Ranch Pump Station

I recommend approval of the consent agenda items.

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic reviewed the December resume, and found one case that he recommends the District oppose. Information sent to the BOD under separate cover.

Summary of mid-month meeting with Directors Fleck and Wyckoff

Director Fleck and Wyckoff, Mr. Simons and I met on February 18, 2015. Topics discussed were as follows:

- Reviewed options for concentrate management – additional evaporation pond or seasonal discharge permit.

- Status of discussions with CDPHE on discharge permit.

Status of issues identified at 2015 Operations Meeting and 1st Quarter Operational Review Meeting

Updated actions items are listed below:

Jeff

1. Order pressure logger and install at Director Wyckoff's house for a period of time to gather pressure data. - Complete
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 – Complete,
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- Complete.
7. Ensure inspections of new service lines are done per specifications – adequate amount of squeegee – noted.
8. Order flood lights for use during emergency services- Complete.
9. Obtain bid to repair/replace couplers on permeate line at RO Plant- Complete.
10. Order valve box inserts for all yard valves. Indicate valve # and normal open or normal close and include in valve box insert.
11. Order curb stop keys and store at each facility- Complete
12. Order and install safety covers on vent covers outside each facility.
13. Obtain quote to inspect Cla-Valve PRV at RO Facility and add pressure gauge to outlet side of globe style valve.
14. Replace wafer style tank check valve in RO Facility.
15. -Once items 14 and 15 above are complete, remove spool from original by-pass line. Fabricate 90 degree elbow and point downward.
16. Shut-off ALV-2 – use only ALV-1 to reduce TDS– complete 1/26/15.
17. Link all photos taken to Allmax software- noted.
18. Review daily reports to determine formatting issues and communicate to TLECC- Complete.
19. Schedule 11 month warranty inspection for BECR pump station improvements project- Complete.
20. 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- complete
3. Contact Pure Water Solutions to request quote to calibrate Thornton display and RO probes, etc. - complete

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) - two proposals have been received. Dan will order by end of February.
2. Record pictures for any new meter and curb stop for all new services- noted.
3. Research photos sent by Director Wyckoff regarding original installation of GRN tank- complete.
4. Dan to contact Jeff to schedule back-flow inspections needed at facilities- scheduled for early Spring.
5. Dan to send Jeff contact information for Diversified Locating Services - complete
6. Dan to ensure plastic frost lids are being installed in all new meter pits - complete
7. Schedule quarterly operational review meetings - complete
8. After Brad confirms curb stop specifications, order curb stop boxes and curb stops for inventory- two proposals have been received. Dan will order by end of February.

All

1. Debrief after every project, emergency call, etc. – short meeting to discuss successes and areas of improvement – noted.
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.