

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 27, 2011**

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 27, 2011, at 6:00 p.m., at the Monument Sanitation District, 130 2nd Street, Monument, Colorado. This meeting was open to the public.

ATTENDANCE

In attendance were Directors:

Eugene Ashe
Anne Bevis
Steven Keefer
Karla Allen
Eckehart Zimmermann

Also in attendance were:

Joel Meggers; Community Resource Services ("CRS")
Gabrielle Begeman; Southwest Water Company
Rick Goncalves; RG and Associates, LLC

ADMINISTRATIVE
MATTERS

Director Bevis called the meeting to order at 6:05p.m. Mr. Meggers distributed for the Board's approval the proposed agenda. Following discussion, upon motion duly made by Director Keefer and seconded by Director Zimmermann, vote was taken and the agenda was amended. The following items were added to the agenda: V. Other Business C. Digitization of Old Maps.

MINUTES - The Board reviewed the minutes of the December 2, 2011 regular board meeting. Director Zimmermann moved the minutes be approved as presented. Upon a second by Director Ashe, vote was taken and motion carried unanimously.

Annual Administrative Resolution – Mr. Meggers presented the 2011 Annual Administrative Resolution for consideration by the

RECORD OF PROCEEDINGS

Board, upon a motion by Director Zimmermann and a second by Director Bevis the resolution was unanimously approved.

CAPITAL ITEMS

Update on Design and Implementation of Infrastructure Repairs/Upgrades

Storage Tank Improvement Project– Final Completion Items - Mr. Goncalves reported that the lining of the tank is complete and the tank is back on line. Mr. Goncalves presented change order “A”: for the repair of a ¼ inch hole in the permanent tanks has been included. The Board accepted and signed the change order.

Transmission Line Installation Project: Final Completion Items - Mr. Goncalves presented that the new transmission line is online and operational. Mr. Goncalves presented change order “H” for a repair of a non-locatable line at station 67+70 is included. In addition, he presented change order “I” which included the revised project completion. The Board accepted and signed the change order. The Board determined that the old transmission line could now be abandoned because the new line is operational.

Ms. Begeman reported that there were rocks in the transmission line. She removed one the size of a quarter that was lodged in the check valve. She also reported that the 20 horse power motor on the booster station was malfunctioning due to the rocks in the system, or has an obstruction in the cla-valve causing it to pump less water because the water pressure was well below normal. After flushing all lines within the booster station, she found more rocks and gravel that washed out and onto the floor. She noticed that the pump had rocks in it also, because they were bouncing around when the pump was on and the lower seal may need replacing as it is leaking.

Ms. Begeman recommended that she get someone to pull the pump to remove the rocks and then re-seal it. The Board agreed.

The Board directed staff to pursue these items with Kempton. The Board stated that Kempton needs to be responsible for any of the damages that they caused.

Booster Pump Station and Loop – Mr. Goncalves presented that the project has been completed along with the valve pressure class modifications.

RECORD OF PROCEEDINGS

ATP & BPS Projects –

- Motor/pump replacement & rehabilitation
- Replace and rebuild valves

Ms. Begeman reported that the new motor and valves had been installed. The Board directed Ms. Begeman to have the old motor rebuilt so it could be used as a back-up in the future.

SWTP Improvements – Mr. Goncalves reported that RG & Associates has submitted additional information with the plans for review and approval by CDPHE. The District is now waiting on approval from CDPHE to implement the upgrade.

OPERATIONS

& MAINTENANCE

Operations Video and List of Improvements - Mr. Goncalves discussed the operations video with the Board along with the list of improvements. The Board prioritized the items and directed staff to pursue the items and report back at future board meetings regarding their progress.

Monthly Operations Report – Mr. Meggers distributed the December /January report and Ms. Begeman presented for the Board's review, a copy of which is attached to these minutes and incorporated herein. The Board approved the following items:

- A new auto dialer to be installed for a not to exceed amount of \$800.
- A rebuild of the old booster pump station motor for a not to exceed amount of \$2,500.

Monthly Production Report and ATP Well Depth – Mr. Meggers and Ms. Begeman presented the report for the Board's review.

Implementing a Scheduled Maintenance Program – Director Zimmermann recommended that a multi year maintenance schedule be developed and implemented. The Board agreed and discussed pursuing this item at a future board meeting.

2011 Non-Capital Projects – The Board discussed pursuing this item at a future board meeting.

FINANCIAL MATTERS

Payment of Claims

Mr. Meggers requested that the Board consider payment of the claims represented by check numbers 02634 - 02662, totaling \$164,842.36. Director Ashe moved that the Board approve the payment of claims except of RG Engineering's billing which the

RECORD OF PROCEEDINGS

Board needed to review further to determine if specific items on the bill exceeded not to exceed project limits, were not the Districts or needed further evaluation and back-up. The Board did approve to pay a portion of the RG bill of \$2,212.00. Upon second by Director Zimmermann, vote was taken and motion carried unanimously.

Cash Position Statement and Unaudited Financial Statements

The Board reviewed the monthly cash position and unaudited financial statements for the period ending December 31, 2010. The Board accepted them as presented.

Capital Project Summary – Mr. Meggers presented the project summary to the Board.

OTHER BUSINESS

Structure and Items of Next Meeting – It was determined that final items associated with the completion of the capital projects would be discussed.

Digitization of Maps – Director Bevis distributed CD's of various hard copy maps of the district that she had digitized and saved - along with a file index.

LEGAL ITEMS

1985 Agreement and 2004 Amendment – Director Zimmermann reported that he is in the process of getting approved easements recorded.

Update on Wilde Litigation - Director Bevis reported that the briefs were filed and the court now needs to set a trial date.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Allen, seconded by Director Ashe, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,


Secretary for the Meeting

RECORD OF PROCEEDINGS

THESE MINUTES ARE APPROVED AS THE OFFICIAL
JANUARY 27, 2011 MINUTES OF THE FOREST VIEW
ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS
SIGNING BELOW:



Anne Bevis



Eugene Ashe

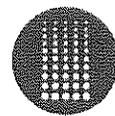
Eckehart Zimmermann



Steven Keefer



Karla Allen



Forest View Acres Water District

Operations Report – December 2010

Prepared by Gabrielle Begeman

Treatment Plants:

Arapahoe Water Plant:

- Booster pump fan and bearings began to go on the 14th of December. Devin w/ Applied Ingenuity got a replacement motor and installed it on December 21, 2010.
- Well has been functional in automatic mode, especially when the SWTP is not running. We had some issues with the well starting less frequently due to the production from the SWTP keeping up with usage. The moment we shut off the SWTP, the well automatically starts and stops as it should without the need for much attention.
- Work has begun on repairing all cla-valves at the AWP.
- There have been multiple instances of water loss, both metered and un-metered, that has ended up in the creek to the West of the AWP. Some of this water contains chemicals used to treat the finished drinking water. To prevent this from becoming a problem in the future, I plan on re-routing these drain pipes to the sanitary sewer with permission from Palmer Lake Sanitation. I also plan on metering the un-metered loss.

Transmission Line/Booster Station

- Booster station has had some issues with the pressure relief valve (PRV). This has caused a loss (sometimes up to 50%) out the back wall. This water is not metered and flows directly into the creek. The PRV has been repaired since then, but still needs adjusting. Adjustments should be made prior to the Board meeting.
- The recycle/loop function has been installed and overall has worked properly with few snags. We will create a standard operating procedure list for adjusting the cla-valves to work with the loop function or as pressure relief valves.
- Transmission line had been holding pressure up until last week. We discovered a large leak in the field near Vista View Road. The well continued to pump into the field for approximately 23 hours before it was caught and shut off. No damage to any structures occurred as far as we could tell. We decided not to fix the break and wait until the new transmission line was available to use the well.
- New transmission line is online and working well. All cla-valves will be adjusted today to work with the new pressure due to the new line not having any leaks.
- Heater at the AWP quit working and we had Central Heating and Air Conditioning come out to fix it.

Surface Water Plant:

- See attached production spreadsheet for particulars on water production.
- The chemical pumps have been tied into the 4-20 mA signal from the plant effluent flow meter and are now flow paced. This has been done with the switches currently available. However, it would be more beneficial to upgrade the transmitter switch coming from the flow meter to three 4-20 mA outputs rather than one. This can be done for approximately \$300 and will entail sending the unit to the manufacturer to have an add on installed. This will mean that the SWTP will need to be down for 7-10 days, or we would be operating blindly.
- There has been a rockslide on the road to the inlet just past the no trespassing sign. We cannot get past this point and have not been able to access the inlet. However, flows from the inlet have been steady and incoming turbidities have remained relatively stable and low.
- The breaker box has been replaced.
- Quest was out and determined that the existing phone line had been cut somewhere and was no longer functional. Installation of a new line was determined to be the districts responsibility. I talked Kempton into trading this earthwork in exchange for pulling a few samples on the new transmission line. The telephone line has been installed and will be hooked up next week.
- We have determined the existing auto dialer is not functional. A new one can be purchased and installed for under \$700.
- After every backwash, there is an unknown amount of water used to re-pack the filters. This is un-accounted for water use.

Distribution system

- There was a main break near 18640 Clovenhoof on 12/27/10. Chiddix Brothers came out and fixed it. There is no way to warrantee these repairs as the line is a 1 1/2" and 1" irrigation type black poly line. We are repairing these types of breaks with irrigation type couplers. It would be beneficial to the district if we inventory these areas and replace the most problematic.
- The main tank was put back online on January 9, 2011. Golder was out to hook up the tank level indicator and we have determined that the tank level indicator installed has a range of 0-25'. We have confirmed that the tank is 28' tall. We will wait to fill the tank and see if we are able to fill past 25'. The sensor was previously configured to read greater than 25', but it is unknown if we were actually storing more water. The sensor is currently configured for 0-25' which

is as accurate as we will get with a sensor that is outside of the range it needs to be.

SWWC Services, Inc.
6630 W. 54th Avenue
Arvada, CO 80002
Phone 303.307.3200
Fax 303.307.3201
www.swwc.com

Action Items:

1. SWWC is requesting the Act-Pack flow meter transmitter be upgraded to a triple output at the SWTP.
2. SWWC is requesting a new auto dialer be purchased for the SWTP.