

## RECORD OF PROCEEDINGS

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### 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, 2012

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, 2012, 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.

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#### ATTENDANCE

In attendance were Directors:

Anne Bevis  
Gene Ashe  
Steven Keefer  
Eckehart Zimmermann  
Karla Thompson

Also in attendance were:

Joel Meggers; Community Resource Services ("CRS")  
Gabrielle Begeman; ORC, LLC Water Company  
Hans Zimmermann; Resident

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#### ADMINISTRATIVE MATTERS

Director Bevis called the meeting to order at 6:02p.m., Mr. Meggers distributed for the Board's approval the proposed agenda. Following discussion, upon motion duly made by Director Thompson and seconded by Director Zimmermann, vote was taken and the agenda was approved as amended.

MINUTES - The Board reviewed the minutes of the December 8, 2011 special board meeting. Director Zimmermann moved the minutes be approved as presented. Upon a second by Director Thompson, vote was taken and motion carried unanimously.

Annual Administrative Resolution – Mr. Meggers presented the Annual Administrative Resolution for consideration by the Board, upon a motion by Director Zimmermann and a second by Director Thompson the resolution was unanimously approved.

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Potential Look-Ahead Report – The Board directed staff to start maintaining and presenting the Look Ahead at board meetings. The Board mentioned that they would like the following items included: operational, maintenance, administrative deadlines and CDPHE compliance.

District Policy Regarding Temporary Service Interruption – The Board established the following policy: FVAWD reserves the right to discontinue any water service to any customer on a temporary basis, when, in the opinion of the District, any accident, necessary repair, alteration of District facilities or essential operating procedure, including the flushing and cleaning of District facilities, reasonably requires such discontinuance. The District assumes no responsibility or liability for such temporary interruption of water service. Director Thompson moved that the Board approve the policy as presented. Upon second by Director Zimmermann, vote was taken and motion carried unanimously

Public Comments – none

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### CAPITAL ITEMS

Drinking Water Revolving Fund Program - Mr. Meggers reported that the loan was approved by the Authority.

Capital Improvements Timeline for 2012 and 2013 – The Board discussed the following items as some of its top priorities that they would prefer to complete over the next two years: final segment of the transmission line and improvements to the distribution system in the neighborhoods of Clovenhoof and the Villas, SWTP improvements, and ATP rehabilitation.

Draft Capital Improvement Plan – Director Bevis provided an update of the draft CIP and asked that final comments be conveyed to her by Friday, February 3, 2012.

Approval of Applied Ingenuity Contract – Director Zimmermann moved to approve the Applied Ingenuity contract regarding improvements to the SWTP for a not to exceed amount of \$ 85,529 contingent upon final review approval of a few minor revisions by both the District and contractor. Upon a second by Director Thompson, vote was taken and motion carried unanimously.

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### OPERATIONS & MAINTENANCE

Operations Report— Ms. Begeman presented the December/January operations report for the Board's review, a copy of which is attached to these minutes and incorporated herein.

Production Report — Ms. Begeman presented the report to the Board.

Service Line and Water Meter Policy — Ms. Begeman presented the new meter specifications. Director Zimmermann moved the meter specifications be approved as presented. Upon a second by Director Thompson, vote was taken and motion carried unanimously. The board also recommended that tap size of  $\frac{3}{4}$  inch be the standard for single family residential uses and all other uses or additional water demands must be applied for and considered for approval by the district. Director Zimmermann moved that tap size of  $\frac{3}{4}$  inch be the standard for single family residential uses and all other uses or additional water demands must be applied for and considered for approval by the district be approved as presented. Upon a second by Director Thompson, vote was taken and motion carried unanimously.

### FINANCIAL MATTERS

#### Payment of Claims

Mr. Meggers requested that the Board consider payment of the claims represented by check numbers 02899 – 02925 totaling \$24,119.84. Director Ashe moved that the Board approve the payment of claims as presented. Upon second by Director Zimmermann, vote was taken and motion carried unanimously. The Board also reviewed Mr. Paul Rufien's invoice and recommended that Mr. Rufien be paid for half of the Wilde Litigation of \$25,644 which is \$12,822,100% of the Wilde settlement which is \$12,936 and 100% of the General charges of \$99; for a total payment amount of \$25,857. The Board directed staff to issue a check and circulate for signatures to Paul Rufien, P.C., in the amount of \$25,857 that they would ratify at their next board meeting.

#### Monthly Cash Position and Unaudited Financial Statements

The Board reviewed the monthly cash position and unaudited financial statements. Director Ashe confirmed that the bank balances did reconcile with the financial statements.

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Audit Engagement Letter from Schilling & Co, LLC – Director Zimmermann moved that the Board accept and approve the proposal from Schilling & Co., LLC to perform the 2011 audit. Upon second by Director Ashe, vote was taken and motion carried unanimously

SIPA Grant – Mr. Meggers informed the Board that the District was approved for the grant and that the next step in the process would be to begin to coordinate the migration of data from the existing website platform to the new SIPA platform.

District Debit Card – The Board determined not to pursue a debit card for the District.

Source Water Protection Grant - Director Bevis informed the Board that Ms. Begeman would provide an update to the Board at a future Board meeting.

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### OTHER BUSINESS

Public Comments – None

### LEGAL ITEMS

Enforcement of Warranty and Surety Obligations of the Norvell Contract and Project – Mr. Meggers reported that a representative with Norvell committed to relining the tank and installing temporary tanks and controls at no cost to the District to comply with its warranty commitments.

1985 Agreement and 2004 Amendment – Director Zimmermann reported that the easement has been signed and the General Counsel of the Board needs to file the warranty deed.

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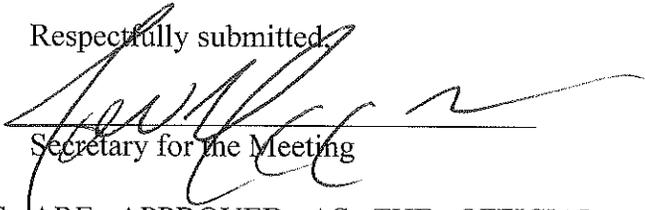
### ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Ashe, seconded by Director Thompson, the meeting was adjourned at 8:15 p.m.

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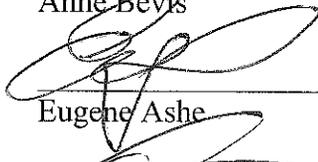
Respectfully submitted,



Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL  
JANUARY 26, 2012 MINUTES OF THE FOREST VIEW  
ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS  
SIGNING BELOW:

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Anne Bevis



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Eugene Ashe

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Eckehart Zimmermann

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Steven Keefer

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Karla Thompson

## **Forest View Acres Water District**

Operations Report –January 2012

Prepared by Gabrielle Begeman  
ORC LLC

### **Treatment Plants:**

We will have a routine State inspection next Tuesday and I will brief you on the outcome at the meeting.

#### Arapahoe Water Plant:

- We have not had to use the well in the last 7 weeks.

#### Surface Water Plant:

- The surface plant has been running fine and handling the majority of demand.

### **Distribution system**

#### Meter Pit Specifications

- The new meter pit specifications have been added to the website.

#### Storage Tank

- Norvell has been in contact with RG for specifications for the temp tank, tie-in and dates to get moving on this project. I hope to have more information by next week.

#### Fire Hydrant

- The hydrant on Sunburst and Sunstar Ct, now formally named SSC HY #1, was hit by a car on February 8<sup>th</sup>. We can replace parts to fix the hydrant for \$500. Joel has the insurance information for reimbursement of time and materials.

#### Maps

- The map updates have been completed by RG and will be available for your review by the meeting.

### **Capital Improvement Projects**

#### Master Meters

- We have determined that the ultrasonic meter at Zone #3 does not read accurately enough to be of any help with metering Sundance and Shilo Pines subdivisions. I have an alternative plan for metering this zone. See the

attached specs. The alternative plan would run approximately \$6000 for parts and installation.

- We have had good result on the master meters for zones #1 and #2 with discrepancies of 15-25%. However, we have not had a full months worth of consistent operation to run the complete numbers.
- We have a plan to install a new meter for Zone #4, Clovenhoof and Rockbrook for \$700.