GREATROCK NORTH
WATER & SANITATION DISTRICT

Date: October 27, 2015

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

From: Lisa A. Johnson, District Manager

Re: November 3, 2015 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Review and approve the Minutes of the October 6, 2015 regular meeting

2. Consider ratifying approval of payment of claims through the period ending October 10, 2015
3. Operations and Maintenance update and monthly work orders

4. Review monthly water quality report

5. Review and consider approval of the First Addendum to the Independent Contractor Agreement with Special District Management Services, Inc.

6. Review and consider approval of the Second Addendum to the Independent Contractor Agreement with Elite Industries, Inc

7. Review and consider approval of a continued engagement letter with White, Bear, Ankele, Tanaka and Waldron

8. Review and consider approval of an engagement letter with Kutak Rock Arbitrage Consulting LLC

9. Review and consider renewal of engagement of Schilling & Co. Agreement for EDOP Financial Analysis Financial Reporting Services (no change in fees or services).

10. Review and consider renewal of Independent Contractor Agreement with Bishop-Brogden Associates, Inc. for Renewable Water Supply Acquisition Services (pending confirmation of any rate changes).

11. Independent Contractor Agreement with Rocky Mountain Power Generation, Inc., for Generator Preventative Maintenance Services (no change in scope or fees).

12. Independent Contractor Agreement with Dan's Custom Construction, Inc., for General Contracting Services (no change in scope or fees).

13. Independent Contractor Agreement with Northern Colorado Constructors, Inc., for On-Call and Emergency Repairs Services (no change in scope or fees).

14. Review and consider approval of Completion of Services and Termination of Agreement for the following:

    -Timber Line Electric & Control Corporation – Greatrock North Power Failure Monitoring and SCADA Work and Electrical Repairs from Preventative Maintenance Analysis

    -Premier Industries – Landscape Maintenance Services

    -Instrument & Supply West, Inc. – Pump Station Control Valve Maintenance and Inventory Services

    -Redman Pothole Services, LLC – Rockinghorse Farms Potholing Services and Curb Stop Repair Services – Rocking Horse Farms and Box Elder Creek Ranch and Greatrock North Curb Stop Inspection and Exercising Services

    -High Plains Engineering & Design, LLC – Geotechnical Engineering Services for Greatrock North Pump Station Project

    -PWSI, Inc. – Survey Services for Greatrock North Pump Station Project

    -Pure Water Solutions, Inc. – Reverse Osmosis System Inspection Services

-Generator Source LLLP d/b/a Diesel Service & Supply – Radiator Repair Services

I recommend approval of the consent agenda items.

III.A. 2015 Audit

Staff has solicited a proposal from Schilling & Co. to prepare and present the 2015 audit. I will present the engagement letter at the meeting.

III.B. 2015 Budget Amendment

The Budget Committee has reviewed the estimated 2015 expenditures through year-end. At this point it does not appear as though expenditures will exceed the amount budgeted and therefore a 2015 budget amendment is not needed at this time.

III.C. 2016 Budget

Staff will present the final draft budget for 2016. Expenditures were moved from the operations line items to the capital reserve and replacement line item based on discussions at our October meeting.

I recommend adoption of the 2016 Budget and associated resolutions.

III.D. Resolution Concerning the Imposition of Various Fees, Rates, Penalties, and Charges for Water Services and Facilities

Staff will present the water rate model at the meeting. In reviewing the model, it appears as though a slight rate increase (3% or so) to the monthly service fee is in order.

I recommend adoption of Resolution 2015-11-04, Resolution Concerning the Imposition of Various Fees, Rates, Penalties and Charges for Water Services and Facilities.

III.E. Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges

Attorney Tanaka will present Resolution No. 2015-11-05 Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges.

V.A.2. Altela Financing Options

Mr. Matlosz will attend the meeting to discuss the different financing options available regarding the Altela project.

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic reviewed the August resume, and did not find any cases that he thinks the District would have an interest in opposing.

4 QTR Facility Inspection

-Discussed the Altela project
Planned how to fill totes
Determined to replace the membranes prior to testing
Discussed location of new facility

-Discussed erratic SCADA monitoring at the Box Elder Creek Ranch Tank Flow Meter
Cleaned the probes on the unit and put unit back in service – erratic readings continued
REC will provide a proposal to replace the flow meter

-Valve Inserts will be completed by year end

-Annual valve exercising and hydrant flushing services will be completed by year end

-Pre-filter housing drain was leaking and was repaired at the meeting

-Chlorine feed needs to be replaced at R.O. Facility

-Report to be included in board packet that illustrates any and all meter replacements and the reason why.