

# 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 March 28, 2018

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 Wednesday, February 28, 2018, 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  
Hans Zimmermann  
Anne Bevis  
Brad Hogan

Absent was Eck Zimmermann whose absence was excused.

Also in attendance were:

Jim McGrady; Community Resource Services (“CRS”)  
Joel Meggers; Community Resource Services (“CRS”)  
Clyde Penn; ORC, LLC  
John McGinn; JDS Hydro  
Martin Taylor, Resident  
Nancy Wilkins, Resident

### ADMINISTRATIVE MATTERS

Director Ashe called the meeting to order at 6:00 p.m.

Agenda - Mr. McGrady distributed for the Board’s approval the proposed agenda. Director Hans Zimmermann moved to approve the agenda as amended. Adding to 5D Resolution 2018-01 and item 6B. Upon a second by Director Hans Zimmermann vote was taken and motion carried unanimously.

Minutes – The Board reviewed the minutes of the February 28, 2018 regular meeting. Director Hogan moved the minutes be approved as presented. Upon a second by Director Bevis, vote was taken and motion carried unanimously.

Public Comment – None.

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### Review Action Item Management Report for February 28, 2018

- i. Service installation – Trying to set up for the first week in May. Add this item to Clyde’s report. Remove from old Due Out List
- ii. Capital Plan in progress
- iii. Keep culvert item on list
- iv. Sand delivered. Sand is being delivery second or third week on April.
- v. The tool box inventory has not been completed.
- vi. Construction Standards – leave open.
- vii. Take Baseline Report off the website.
- viii. Drop Box created but need library documents uploaded. Item is still in progress.
- ix. Research tap fees. Complete

### OPERATIONS & MAINTENANCE

Operations Report – Mr. Penn presented the February 2018 /March 2018 Operations report for the Board’s review, a copy of which is attached to these minutes and incorporated herein.

Hydrant Maintenance & Repair - Mr. McGrady presented some fire hydrants that should potentially be raised. He mentioned that if the board was interested he would circulate a draft contract from Shamrock Water Service to perform the work for their review. Director Hans Zimmermann moved to pursue the consideration of a company to potentially raise some of the fire hydrants in the district, as to be determined by the board. Upon second by Director Hogan, a vote was taken and the motion was carried by Director Ashe. Director Bevis voted no.

### CAPITAL ITEMS

Monthly Report prepared by JDS Hydro – Mr. McGinn presented his report to the Board.

#### Capital Improvement Plan Update JDS Hydro

Ms. Dall emailed the Board the update. She cited that the well pump should be pulled approximately every seven years. Mr. McGinn mentioned that the raw water line is very tenuous in its current condition. It could be beneficial to pursue an alluvial source towards the bottom of the system. May need to plan for a new surface water plant in the future because the current plant is especially susceptible to regulations. Within approximately 5 years the district should start to plan for some type of upgrade to the Surface Water Treatment Plant.

Construction Standards Update – Mr. McGinn added a new drawing W-6 for a meter/pressure reducing vault. Mr. McGinn suggested possibly doing a Bilco Door on a pit that is very large as opposed to a single manhole cover. Mr. Penn will check with Ms.

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Begeman on hydrants she prefers. Mr. McGinn favors the AVK hydrant.

New Maps for Easements – Four new easements were obtained. Ms. Dall will add these to the maps. Also, the additional alternative points of diversion will be added to the maps.

### FINANCIAL MATTERS

Treasurers Report/Bank Balances – Director Hans Zimmermann verified the Districts bank balances.

Payment of Claims - Mr. McGrady requested the Board approve the payment of claims for March represented by check numbers 04516 – 04533 totaling \$26,305.25. Check number 4518 written to Eck Zimmermann will be voided as he was not in attendance at the meeting. Director Hans Zimmerman moved to approve the payables as presented. Upon a second by Director Hogan, vote was taken and motion carried unanimously.

Monthly Cash Position and Unaudited Financial Statements - Mr. McGrady reviewed the monthly cash position and unaudited financial statements.

Review and Approve Resolution 2018-01 regarding an exemption for Audit for Fiscal year 2017 – Director Hogan moved to approve the Audit Exemption. Upon second by Director Hans Zimmermann, a vote was taken and the motion carried unanimously.

Director Ashe reviewed the policy for Audit vs Audit Exemption. The board determined to perform an Audit every 3<sup>rd</sup> year.

Tap Fee Review – The board reviewed and discussed a tap fee comparison of other districts. They identified future capital improvements and discussed how to pay for those improvements. They decided to hold a public hearing at the next regular board meeting to gather input and then take formal action at that meeting after public comment.

### DIRECTOR'S ITEMS

Review and Consider approval of the CRS Management Contract – Director Bevis moved to approval the CRS contract. Upon second by Director Hogan, a vote was taken and the motion carried unanimously.

Policy Tasks – The board reviewed and discussed the various policy tasks that board members had assigned to them. It was determined that the fees the district charges shall be reviewed

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annually and that review of the Emergency Response Plan will be performed every two years.

### OTHER BUSINESS

- A. Update Board regarding Leonard Rice Engineers Project. Have them present their findings at the next regular board meeting.

### LEGAL BUSINESS

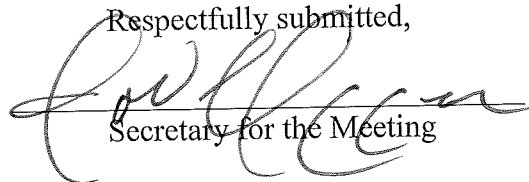
Director Hogan moved that the Board enter Executive Session pursuant to Section 24-6-402(4) (e), C.R.S to develop negotiation strategies. Upon a second by Director Bevis, a vote was taken and the motion carried unanimously.

Director Hogan moved to allow Martin Taylor and Nancy Wilkins to join the executive session. Upon second by Director Bevis, a vote was taken and the motion carried unanimously.

The Executive Session was entered at approximately 8:51 p.m. and exited at approximately 9:10 p.m. Director Bevis moved that the Board adjourn the Executive Session. Upon second by Director Hans Zimmermann, a vote was taken and the motion carried unanimously.

ADJOURNMENT There being no further business to come before the Board, upon motion duly made by Director Bevis, seconded by Director Hans Zimmermann, the meeting was adjourned at approximately 9:11 p.m.

Respectfully submitted,



Secretary for the Meeting

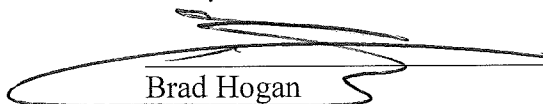
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THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 28, 2018  
MINUTES OF THE FOREST VIEW ACRES WATER DISTRICT BY THE BOARD  
OF DIRECTORS SIGNING BELOW:

  
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Anne Bevis

  
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Eugene Ashe

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

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

  
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Eck Zimmermann

# Forest View Acres Water District

Operations Report – February / March 2018

Prepared by Gabrielle Begeman and Clyde Penn

ORC Water Professionals

## Arapahoe Water Plant

- The plant produced 8% of demand
- Purged Chlorine Analyzer as Needed
- Devin Checked Motor Windings AWP
- Ran plant occasionally – During SWP Backwashes
- Plant Checks, Mixed Chemicals

## Booster Pump Station

- Checked Booster Station

## Distribution

- Meters Read on 26/27 February and 26 / 27 March 2018
- Received List from CRS for none reading METERS – Will check into this ASAP
- Monthly BACTI's Sample

## Surface Water Plant

- The plant produced 92% of demand
- Plant stayed online most of the month, flow rate; running at 35 gpm, inlet pressure holding around 85 - 95 psi. Inlet Pressure Dropping a little bit, Backwashing about every 100 hours.
- Completed monthly MOR report for state
- Pulled Raw Water BACT Samples – Two Times
- Recycle Line Cracked – Parts on Order to Repair
- Plant Checks, Mixed Chemicals

## Locates

- Completed 1 Locates for the Month
  - o Pixie Park / Redstone Ridge Rd - CATV Repair
  - o 4671 Red Rock Ranch Dr – New Water Service
  - o Intersection Sunstar Ct and Sunburst Dr – New CATV Main

## Meters

- Installed New Meter 4671 Red Rock Ranch Dr – New Service
- Have New Gaskets on hand so can start installing more meters

## Mansfield Heights Water & Sanitation District

Services Billed: Sewer

Billing Schedule: Semi Annual (January & July)

Bill Due Date: 45 days after bill date

Late Fee: \$50

Turn ON/OFF Fee: N/A

Transfer Fee: N/A

Posting / Collection Fee: N/A

Sewer Line Inspections – Kennedy Jenks 303-985-3636

Locates: Guildner Pipeline – (303-288-2020) or Jerry Guildner (303-921-3599)

Water Restrictions: N/A

New Lawn Allowance: N/A

Emergency Contact: Guildner Pipeline – (303-288-2020) or Jerry Guildner  
(303-921-3599)

ACH Available: N/A

Online Payments Available: Yes

Website: [www.crs of colorado.com](http://www.crs of colorado.com)

Email Billing Available: yes