

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD AUGUST 3, 2021

A special meeting of the Board of Directors (referred to hereafter as “Board”) of the Greatrock North Water and Sanitation District (referred to hereafter as “District”) was convened on Tuesday, August 3, 2021 at 4:30 P.M. The meeting was conducted via video conference – ZOOM. The meeting was open to the public.

#### ATTENDANCE

##### Directors in attendance:

Robert W. Fleck  
John D. Wyckoff  
Brian K. Rogers  
Dave Lozano  
Jeffrey Polliard

##### Also in attendance were:

Lisa A. Johnson and Rebecca Gianarkis; CliftonLarsonAllen LLP (“CLA”)  
Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C.  
Mike Murphy; Ramey Environmental Compliance, Inc.  
Nick Marcotte and Rachel Lee; Element Engineering, LLC

##### Public in attendance for Reverse Osmosis Water Treatment Facility Project Public Meeting were:

Gary Persichetti; 16561 Timber Cove Street  
John Wright; 16531 Timber Cove Street  
Bob Hines; 16410 Rayburn Street  
Barry and Tina Foushee; 16401 Timber Cove Street

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Attorney Tanaka advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. The Board reviewed the Agenda for the meeting, following which, Directors Fleck, Wyckoff, Rogers, Lozano and Polliard each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

#### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Johnson distributed for the Board’s review and approval a proposed Agenda for the District’s special meeting. Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the Agenda as presented.

**Board of Director’s Report:** None.

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**District Manager's Report:** The Board reviewed the monthly Manager's Report. There were no questions. A copy of the report is attached hereto and incorporated herein by this reference.

**CONSENT AGENDA** The Board considered the following actions:

1. Approve the Minutes of the July 6, 2021 special meeting.
2. Ratify approval of the payment of claims for the period ending July 23, 2021 in the amount of \$48,099.99.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending June 30, 2021 and Inclusion Summary.

Following discussion, upon a motion duly made by Director Polliard, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board approved the consent agenda items, as presented.

**FINANCIAL MATTERS**

None.

**ENGINEER'S REPORT**

Mr. Marcotte presented his Engineer's Report with updates. A copy of the report is attached hereto and incorporated herein by this reference.

**CAPITAL PROJECTS UPDATES:**

**Third Alluvial Well:** No new updates to report.

**Evaporation Pond:**

**Status of Condemnation Efforts:** Ms. Johnson provided an update on the condemnation effort to date. Director Wyckoff asked that Mr. Marcotte confirm that the new requested alignment from the property owner does align properly with the current easements in place in Box Elder Creek Ranch.

**Reverse Osmosis Treatment Facility:** Mr. Marcotte presented an update on the Reverse Osmosis Treatment Facility project to date.

**Conduct Public Meeting Regarding Major Planned Unit Development Amendment Required by Adams County:** The public meeting was moved to the end of the regular meeting.

## RECORD OF PROCEEDINGS

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OPERATIONS /  
MAINTENANCE  
MATTERS

**Operator in Responsible Charge (ORC) Report:** Mr. Murphy presented his report and provided updates. A copy of the report is attached hereto and incorporated herein by this reference.

LEGAL MATTERS

**Resolution No. 2021-08-01: Resolution of the Board of Directors of the Greatrock North Water and Sanitation District Designating the Location of Meetings of the Board of Directors:** Attorney Tanaka presented the Resolution to the Board. Following review and discussion, upon a motion duly made by Director Wyckoff, seconded by Director Fleck and, upon vote, unanimously carried, the board adopted Resolution No. 2021-08-01, Resolution of the Board of Directors of the Greatrock North Water and Sanitation District Designating the Location of Meetings of the Board of Directors, as presented.

OTHER BUSINESS

**Status of Homestead Heights/Country Club Ranchettes #1:** An update was included in the Engineer's Report.

**Status of Hayesmount Estates:** No new updates to report.

**Status of Ridgeview Estates:** An update was included in the Engineer's Report.

COMMUNITY  
COMMENTS

None.

PUBLIC MEETING  
ON PUD  
AMENDMENT

**Conduct Public Meeting Regarding Major Planned Unit Development Amendment Required by Adams County:** Mr. Marcotte began the public meeting at 5:31 p.m. Attendance was taken and noted. A copy of the minutes of the public meeting are attached hereto and incorporated herein by this reference.

Mr. Marcotte presented the purpose of the Project and provided a summary of the description of the Project. He also presented rendering drawings of the building, etc. Mr. Marcotte then opened the meeting to questions from the participants.

Mr. Hines asked what the District is planning to do with the remaining buildings. He also inquired if the building was going to look more like a house rather than a large storage shed. Mr. Marcotte responded to his questions. Mr. Hines also asked if some additional screening with trees can be added along Rayburn.

Mr. Persichetti inquired whether an additional water storage tank will be installed. Mr. Marcotte responded to his question.

Mrs. Foushee inquired if the improvements will be an additional cost to the residents and if the new treatment system will help with the water hardness issue. Mr. Marcotte and Ms. Johnson responded to her questions.





Date: August 31, 2021  
To: Greatrock North Water and Sanitation District, Board of Directors  
From: Lisa A. Johnson, District Manager  
Re: September 7, 2021 Manager's Report

**Agenda Action Items**

**II.A. Consent Agenda**

1. Approve the Minutes of the August 3, 2021 special meeting.
2. Ratify approval of the payment of claims for the period ending August 31, 2021.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of cash position schedule, property tax schedule and unaudited financial statements for the period ending July 31, 2021 and inclusion summaries.

**I recommend approval of the consent agenda items.**

**III.A. 2020 Audit**

The District Accountant will present the draft audit to the Board at the meeting.

**VII.A. Homestead Heights/ Country Club Ranchettes #1**

Updates provided in the Engineer's Report.

**VII.B. Hayesmount Estates**

19 System Development Fees have been paid as of February 21, 2020.

**VII.C. Ridgeview Estates**

Updates provided in the Engineer's Report.

**VII.C.1. Lien Release Request**

Mr. Moore, the Developer of Ridgeview Estates has submitted an email to the Board respectfully requesting the District release the lien on his property which was placed to ensure the collection of the system development fees. Attorney Tanaka and I will discuss this matter with the Board in more detail at the meeting.

**VII.D. Resident Request to Waive Water Fees**

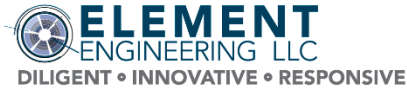
Ms. Sherry Greer recently contacted me regarding a request to waive the first 10,000 gallons of water used in order for her to establish new sod. She recalls this was a policy when she moved into her home several years ago.

**Review of monthly Water Resumes and Other Water Related Matters**

Attorney Poznanovic will review the July resume and will notify me if he finds any cases he recommends the District oppose.

**Update on other District Related Matters and/or Committee Meetings**

Director Wyckoff, Mr. Marcotte, Ms. Giankaris and I are meeting on Friday mornings at 9 am via Microsoft Teams to discuss weekly updates on the capital projects as well as any operational matters.



## ENGINEER'S PROGRESS REPORT

**Date:** September 7, 2021  
**To:** Greatrock North Water and Sanitation District  
**From:** Element Engineering  
**Job No.** 0041.0001  
**RE:** Monthly Engineers Report – **New Items Bold**

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### CAPITAL PROJECTS:

#### 1. **Water Treatment Plant Improvements - Construction**

Element Engineering recommended Moltz Construction be awarded the project. The board voted to award the project to Moltz at the district's April 4<sup>th</sup> Meeting. The notice of award and owner-contractor agreement have been signed by both the district and the contractor. Bonds and insurance (payment and performance bonds) have been received by Element. Hard copies will be provided to CLA. Element held a meeting with Moltz to discuss a schedule for the pre-construction meeting and notice to proceed. The pre-construction meeting is scheduled for the week of May 31<sup>st</sup> with the notice to proceed being issued shortly after. Moltz has already submitted documents for the septic system permit and is working on the building department permit. We expect submittals to begin arriving for review shortly.

A pre-construction meeting was held on June 10<sup>th</sup>. The Notice to Proceed has been fully executed by both parties. The following is a summary of the construction timeline:

Notice to Proceed:	June 14, 2021
Substantial Completion:	March 26, 2022 (285 days after NTP)
Punch List Complete:	May 10, 2022 (45 days after Substantial Completion)

Moltz Construction has started sending material and equipment submittals to Element for review.

During the building permit review process Adams County planning is requiring that a Major PUD Amendment process be completed. As it was our understanding that this would not be required, due to the proposed building being included in the last PUD amendment, Element reached out to Adams County to review this requirement. Adams County has indicated that as the building was included on the site plan, not the signed PUD amendment, a new amendment process would be required. The major amendment will require 2 hearings: one before the Planning Commission and one before the Board of County Commissioners. A neighborhood meeting will also be required. We have informed Moltz of this requirement and will keep them informed as to our

progress and how it may, or may not, affect their schedule. It is our hope that we can complete this process prior to Molt's planned onsite construction date, therefore causing no delays.

The required major PUD amendment mailer was sent out by certified mail. The public meeting is scheduled for August 3<sup>rd</sup> at 5:30 PM via Zoom (the same Zoom invitation as the district's board meeting). A meeting agenda has been provided to the board for review and is attached to this report.

**The public meeting was held on August 3<sup>rd</sup>. The PUD application was submitted shortly after. We have received confirmation that the application has been received and assigned to a county planner. Element has reached out to our assigned project manager to see what the schedule for the PUD process will be. We have not yet received a response on that request.**

**Moltz Construction has requested to mobilize onsite with fencing, portlets, and other minor items. This request has been approved.**

## **2. Concentration Evaporation Pond**

Element has reviewed all historic documents on the concentration evaporation pond and has contacted the subconsultant tasked with the concentrate line and pond grading design (CVL). The tasks necessary to complete design and permitting of the concentrate pond are as follows:

- Receive concentrate line and pond CAD files from CVL.
- Compile an Engineering Design and Operations Plan (EDOP), design plans, liner design, and specifications for the pond per CDPHE Section 9: Waste Impoundments.
- Finalize pond grading design and SWMP.
- Update concentrate line per request from developer and update easement exhibit.

Element has provided the district with a proposal to the district to complete pond design and CPDHE submittal (EDOP, plans, specifications). The EDOP, plans, and specifications will be to CPDHE for review and approval. After approval, the district will be granted approval for construction. CDPHE has strict quality control and construction documentation requirements including a construction QA/QC report that must be submitted after construction. Element can provide a proposal for pond bidding, construction observation, and construction QA/QC reporting at the appropriate time.

Element's proposal to complete the third concentrate pond and line has been approved by the district. We are currently working on the EDOP and plans. Also, we have provided a modified draft easement exhibit to Jay Scolnick for the revised concentrate line alignment.

**As of August 29, 2021, Element continues to work on the concentrate pond design and EDOP. We have been coordinating with Jay on the concentrate line and have come to an agreement on the line location. We are finalizing what should be the last iteration of the concentrate line easement for signature by Jay. Our surveyor will require some field work for the easement in order to stamp the legal description. Also, there is additional survey required for the concentrate line design which will occur at the same time.**



### 3. Third Alluvial Well

Element will report items pertaining to the third alluvial well in this section.

Element met with the district's water resources engineer on August 12<sup>th</sup>. It was discussed that the location of Alluvial Well 3 and 4 would likely be the best locations for the new alluvial well. Element has been requested to complete a construction and design cost estimate to tie each of these well locations into the existing raw water lines. This work will begin shortly.

The well locations 3 and 4 were determined to be the best locations as they produce a satisfactory amount of water and have better water quality than location 5, which tested very high in nitrates (> 20 mg/L).

A Basis of Design Report (BDR) must be submitted to CDPHE to add an additional water source. This BDR must include the results of extensive water quality testing. Two separate testing batteries must be completed in two separate calendar quarters. Also, once drilled, the well will need to be tested to insure it is not under the direct influence of surface water.

### GENERAL ENGINEERING – ADMINISTRATION

Element has been coordinating closely with CLA to onboard general engineering services. Element, CLA and GNWSD held an initial onboarding meeting at Element offices on June 10<sup>th</sup>. An additional onboarding meeting with REC has been scheduled on June 30<sup>th</sup> at REC offices. We have received all electronic and hard copy files from MMI and have reviewed them to determine the sum of available records.

#### 1. Box Elder Creek Ranch Subdivision

Element will report general administrative engineering items pertaining to the Box Elder Creek Ranch subdivision in this section.

**No work this period.**

#### 2. Rocking Horse Farms Subdivision

Element will report general administrative engineering items pertaining to the Rocking Horse Farms subdivision in this section.

Element has coordinated with REC to complete the recommendation for final acceptance of the Rocking Horse Farms Pump Station Replacement Project. The project was completed on July 22, 2020, and has been successfully operating since startup. The 1-year warranty period has elapsed, and Element recommends final acceptance.

**No work this period.**

#### 3. Greatrock North Subdivision

Element will report general administrative engineering items pertaining to the Greatrock North subdivision in this section.

**No work this period.**

#### 4. Hayesmount Estates Subdivision

Element will report general administrative engineering items pertaining to the Hayesmount Estates subdivision in this section.

**No work this period.**

#### GENERAL ENGINEERING – OPERATIONS

Element will report on water accounting, use, water quality, and electrical usage, and pond levels in this section. We are working on on-boarding and coordination with REC so that we may obtain data for regular reporting.

**See attached monthly year over year comparison of electrical use (KWH) and electrical billing (\$).**

#### DEVELOPMENT SERVICES

##### 1. Country Club Ranchettes Filing No. 1

Element has contacted Jay Scolnick and his contractor (Three Sons Construction) to set up a pre-construction meeting. The meeting is tentatively scheduled to be held onsite during the weeks of July 5<sup>th</sup> or July 12<sup>th</sup> depending on final construction permit issuance from Adams County. Three Sons Construction has started the submittal process with Element. We are reviewing submittals per the district's rules and regulations.

Element will discuss construction observation and management roles and responsibilities with REC and CLA to clearly define task responsibility between each entity.

Element will be responsible for onsite construction observation. Submittals have been received and reviewed. A pre-construction meeting was held on July 16<sup>th</sup>. Onsite construction work started on July 21<sup>st</sup>. Element will be providing full time observation for the first week, and scale back observation time if we feel the contractor is completing acceptable work. Element provided the district with an estimated number of hours for onsite work that included the pre-construction, observation, GPS services and final walkthrough.

**Element has completed construction observation and oversight during construction. Adams County notified the developer (Jay) and their engineer (Manhard) that their fire hydrant design and installation was three feet too close to the centerline of the asphalt roadway. The hydrants are required to be moved, which will require a new pressure test. An exhibit of this relocation is attached to this board report.**

##### 2. Country Club Ranchettes Filing No. 2

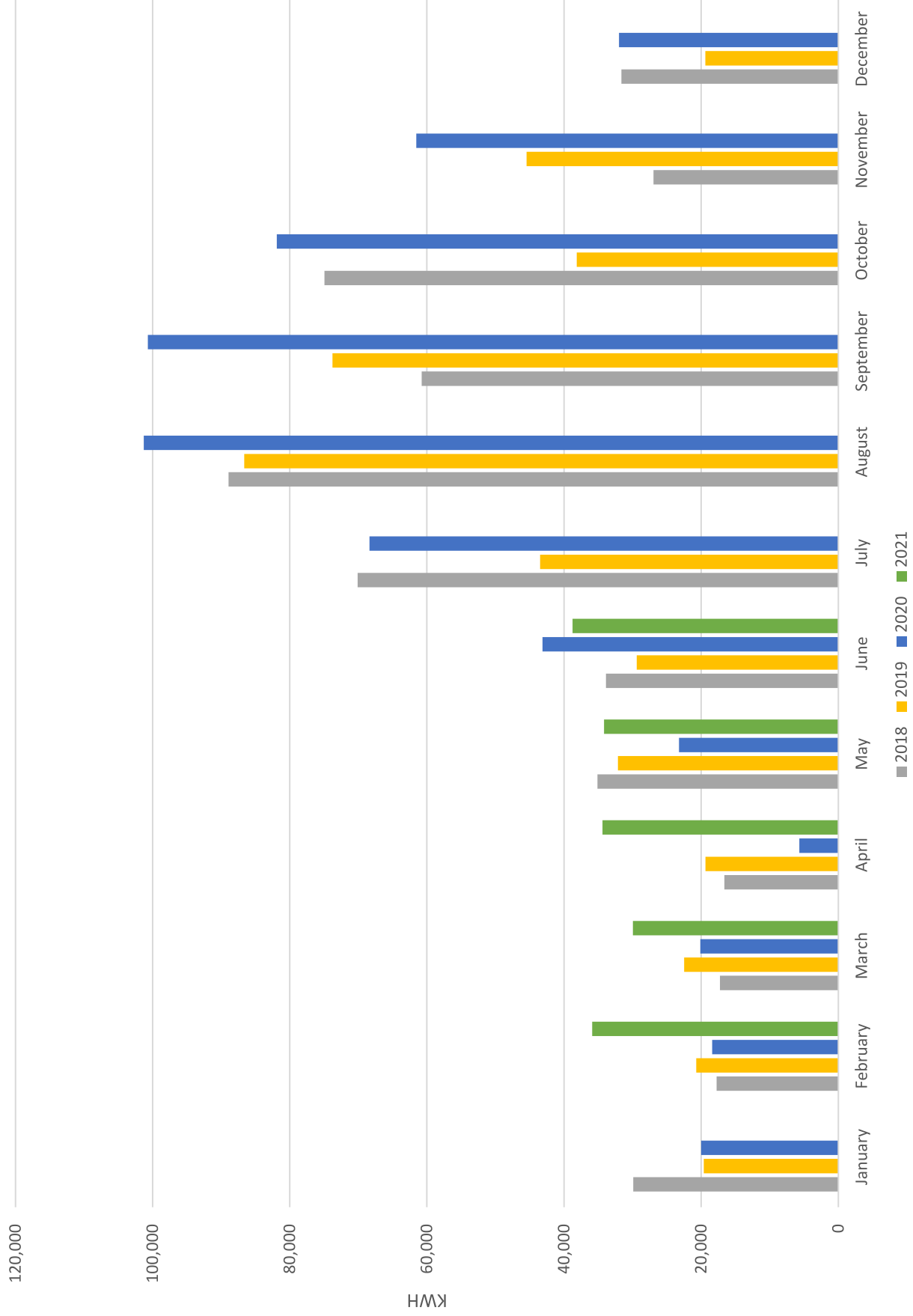
**No work this period.**

##### 3. Ridgeview Estates

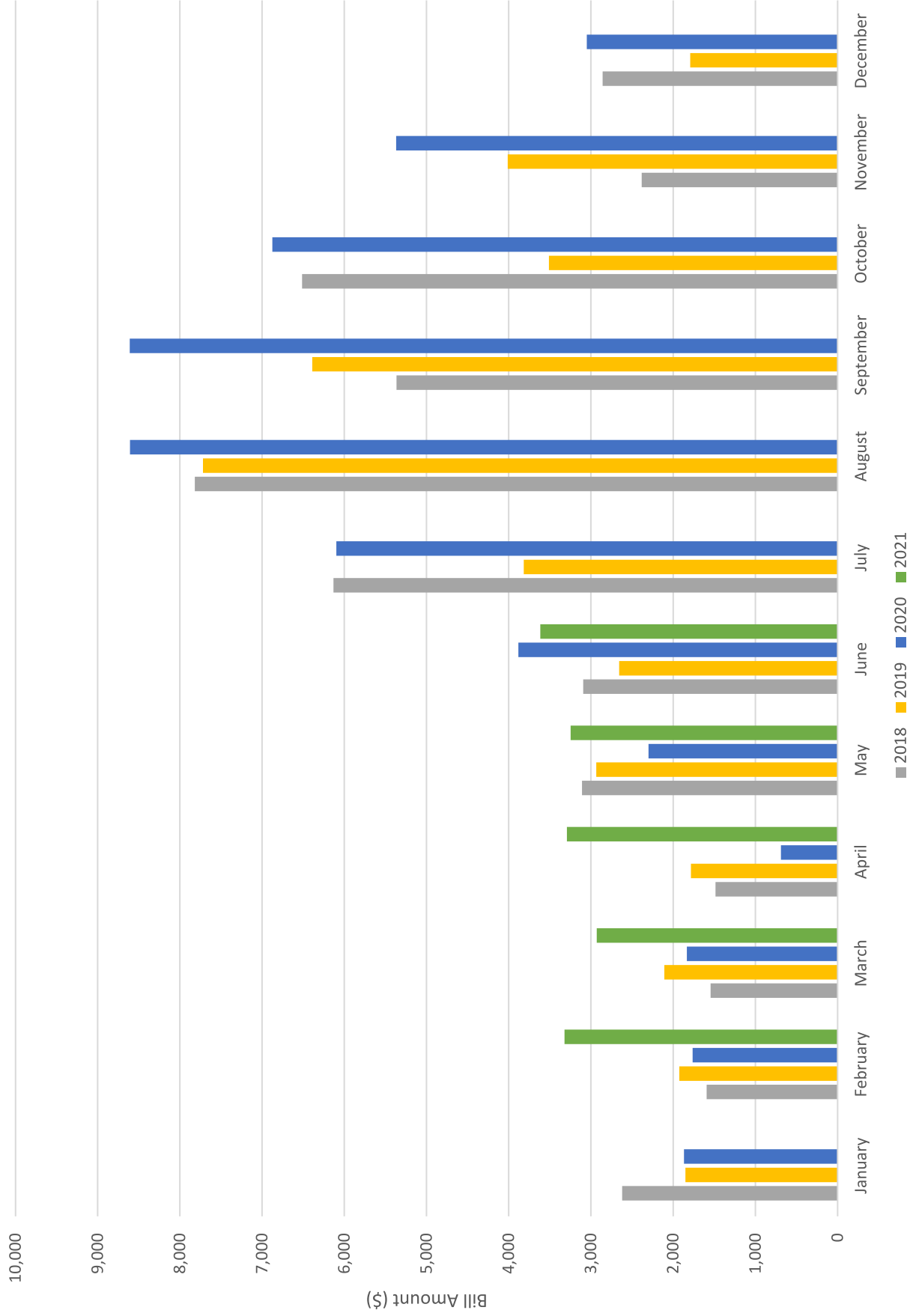
Element has requested the developer that to notify us when all surface improvements have been completed. Upon completion of these improvements an initial acceptance walkthrough can be held, and a punch list generated. Upon completion of the punch list items (if any) initial acceptance will be recommended.

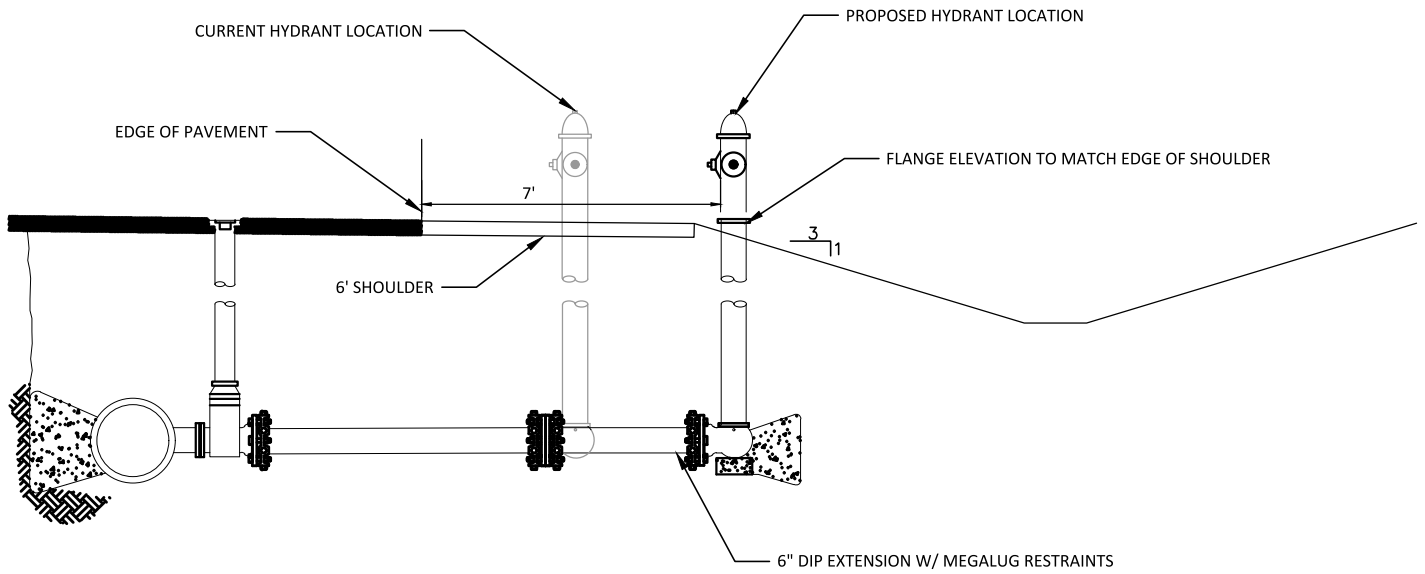
A punch list was generated and provided to the developer. We received a response that the punch list would be completed and that we would be notified when items are completed. Once complete we will do a final walkthrough.

### District-Wide Energy Use by Month (KWH)



### District-Wide Electrical Billing by Month (\$)





**FIRE HYDRANT RELOCATION DETAIL**  
N.T.S.

**Manhard**  
CONSULTING LTD

7600 East Orchard Road, Suite 150-N, Greenwood Village, CO 80111 ph:303.708.0500 manhard.com  
Civil Engineering | Surveying & Geospatial Services | GIS  
Water Resource Management | Construction Management

COUNTRY CLUB RANCHETTES	
ADAMS COUNTY, CO	
FIRE HYDRANT RELOCATION	
PROJ. MGR.: <u>JAR</u>	SHEET
DRAWN BY: <u>JAR</u>	<b>1</b> OF <b>1</b>
DATE: <u>8/27/21</u>	PCHACCO01
SCALE: <u>NTS</u>	



## Greatrock North Water & Sewer District

### ORC Report

September 7, 2021

#### SCADA Control Issues

The Great Rock North Pump Station is currently experiencing issues with proper pump rotation. Presently there have not been any major issues caused by the improper rotation however there is concern that it could cause a low-pressure situation if it is not resolved. Several local integrators were contacted to diagnosis the issue however none have the software needed to program the PLC's that are currently in use. TLECC will be onsite on 7/27/21 to diagnosis the pump station control issues at the Greatrock North Pump station.

Update – TLECC completed adjustments to GRN pump station rotation program on 7/27/2021. Since completion there have longer been any issues with the pump station rotation program.

#### Water Pressure Issues

REC received notification of on-going low water pressure issues at 16230 Greatrock Way. Currently there are no issues with the pressure control at the pump station. The water meter pit and meter were inspected with no issues found at this time. Pressure loggers were launched on the resident's home and nearby fire hydrant to log pressures for 7-days. REC will provide an update once the pressure loggers are retrieved.

#### Rocking Horse Farms Tank Fill Valve

The RHF Tank fill valve is experiencing on going issues with automatic control. REC and TLECC verified the issues are not electrical or SCADA control problem. Local CLA-Valve representative contacted to schedule site visit to inspect the valve to determine best course of action moving forward. In the meantime, tank fill is being manually controlled by REC.

#### Additional Services

Pressure testing, high chlorine, and clearwater testing completed on new water line for Country Club Ranchettes. All test passed with no issues identified at this time.

## Certificate Of Completion

Envelope Id: 3EF7EE947D2244778574EC268B14907F	Status: Completed
Subject: Please DocuSign: Minutes - 08-03-2021 - Special Meeting (execution copy).pdf	
Client Name: Greatrock North WSD	
Client Number: 011-046103-OS00-2021	
Source Envelope:	
Document Pages: 15	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Cindy.Jenkins@claconnect.com
	IP Address: 73.169.83.196

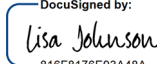
## Record Tracking

Status: Original	Holder: Cindy Jenkins	Location: DocuSign
9/20/2021 11:33:53 AM	Cindy.Jenkins@claconnect.com	

## Signer Events

Lisa Johnson  
 Lisa.Johnson@claconnect.com  
 District Manager  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
816F8176E93A48A...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 165.225.10.174

## Timestamp

Sent: 9/20/2021 11:36:06 AM  
 Viewed: 9/20/2021 12:12:42 PM  
 Signed: 9/20/2021 12:12:47 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/20/2021 12:12:42 PM  
 ID: c4b0032d-585d-4f7e-80a9-c94ac1d8b4ba

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent	Hashed/Encrypted	9/20/2021 11:36:06 AM
Certified Delivered	Security Checked	9/20/2021 12:12:42 PM
Signing Complete	Security Checked	9/20/2021 12:12:47 PM
Completed	Security Checked	9/20/2021 12:12:47 PM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure



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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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