

**GREATROCK NORTH WATER AND SANITATION DISTRICT**

8390 E. Crescent Pkwy.,  
Suite 300 Greenwood  
Village, CO 80111  
(P) 303-779-5710 (F) 303-779-0348  
www.colorado.gov/greatrocknorthwsd

*Mission: To provide the highest quality of water at the most affordable price for current customers and to provide for the expansion of the District as growth occurs.*

**NOTICE OF REGULAR MEETING AND AGENDA**

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**DATE:** March 7, 2023

**TIME:** 4:30 P.M.

**LOCATION:** This meeting will be held via teleconferencing and can be joined through the directions below:

**ACCESS:** You can attend the meeting in any of the following ways:

1. To attend via MS Teams videoconference use the below link –

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MzY3ZmQxNzItMjU1OC00ZjIwLTkzMjctN2RINTY1ZGEyNjdl%40thread.v2/0?context=%7b%22tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%227e78628f-89cd-4e97-af6c-60df84b55ffe%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzY3ZmQxNzItMjU1OC00ZjIwLTkzMjctN2RINTY1ZGEyNjdl%40thread.v2/0?context=%7b%22tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%227e78628f-89cd-4e97-af6c-60df84b55ffe%22%7d)

2. Or by calling 1-720-547-5281 & entering the following Phone Conference ID: **113 576 728#**

<u>Board of Directors:</u>	<u>Office</u>	<u>Term Expires</u>
John D. Wyckoff	President	May, 2025
Robert W. Fleck	Vice President	May, 2023
Lisa Jacoby	Treasurer	May, 2025
Brian K. Rogers	Secretary	May, 2023
Brenda Adams	Assistant Secretary	May, 2025

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Consultants:

Lisa A. Johnson	District Manager
Jennifer Gruber Tanaka, Esq.	District General Counsel
Erin K. Stutz, Esq.	
Nicholaus Marcotte, PE	District Engineer
Mike Murphy	District Operator in Responsible Charge

Greatrock North Water and Sanitation District  
March 7, 2023 Agenda

- I. ADMINISTRATIVE MATTERS (Action Items Status Matrix – enclosure - 002).
  - A. Present Disclosures of Potential Conflicts of Interest.
  - B. Approve Agenda.
  - C. Board of Director’s Report.
  - D. District Manager’s Report (enclosure – 003).
  - E. Discuss website transition to WIX platform from SIPA platform.
  
- II. CONSENT AGENDA
  - A. These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.
    1. Approve the Minutes of the January 26, 2023 special meeting and the February 7, 2023 regular meeting (enclosures – 004 and 005).
    2. Ratify approval of the payment of claims for the period ending \_\_\_\_\_, 2023 in the amount of \$\_\_\_\_\_ (to be distributed – 006).
    3. Acceptance of unaudited financial statements for the period ending \_\_\_\_\_, Schedule of Cash Position updated as of \_\_\_\_\_, 2023, and Inclusion Summaries (to be distributed - 007).
    4. Operations and Maintenance Activities Report (enclosure – 008).
    5. Review meter installation report (enclosure – 009).
    6. Ratify approval of Third Addendum to Independent Contractor Agreement with Element Engineering for General Engineering Services (enclosure - 010).
    7. Ratify approval of Eighth Addendum to Independent Contractor Agreement with Elite Industries, Inc. for Landscape Maintenance Services to include 2023-2024 snow removal services (enclosure – 011).
  
- III. FINANCIAL MATTERS
  
- IV. ENGINEER’S REPORT (enclosure – 012)
  - A. Capital Projects Update
    1. Third Alluvial Well
    2. Evaporation Pond
    3. Reverse Osmosis Treatment Facility
  
- V. OPERATIONS AND MAINTENANCE MATTERS (ORC Report – enclosure – 013).
  - A. Review and consider approval of proposal from CMIT Solutions for IT services (enclosure - 014).
  - B. Review and consider approval of a proposal from HOA Services for annual SCADA maintenance (to be distributed).

Greatrock North Water and Sanitation District  
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- C. Review and consider approval of an agreement with MaidPro for biweekly facility cleaning services (to be distributed).
- D. Review recent sanitary survey results (enclosure - 015).

VI. LEGAL MATTERS

VII. OTHER MATTERS

- A. Status of Homestead Heights/Country Club Ranchettes #1.
- B. Status of Hayesmount Estates.
- C. Status of Ridgeview Estates.
- D. Status of Country Club Ranchettes Filing No. 2.

VIII. COMMUNITY COMMENTS (ITEMS NOT ON THE AGENDA ONLY. COMMENTS LIMITED TO 3 MINUTES PER PERSON AND TAKEN IN ORDER LISTED ON SIGN UP SHEET).

IX. ADJOURNMENT

**THE NEXT MEETING IS SCHEDULED  
for Tuesday, April 4, 2023  
at 4:30 p.m.**

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
<b>INCLUSION AND DEVELOPMENT MATTERS</b>										
Homestead Heights Development (a/k/a Country Club Ranchettes Filing No. 1)	12/6/16	Nick	N/A	2		X				<p>12/15/2020: Brad is reviewing submittals for the off-site water connections and requested information on the RHF check valve vault from Manhard Consulting.</p> <p>1/7/2021: New list started. Items preceding 12/2020 on prior action items lists.</p> <p>1/17/2021: Brad emails Laurie at Manhard re: the revised information Blanco needs to resubmit on the RHF check valve vault.</p> <p>1/20/2021: Blanco emails revised submittal for RHF check valve vault to Brad. Brad to review and comment.</p> <p>2/10/2021: Jay Skolnick indicates he has selected a different contractor to perform the work. Brad advised Jay the District needs a schedule and requires a pre-construction meeting.</p> <p>2/18/2021: Brad emailed Jay to request a pre-construction meeting.</p> <p>4/13/21: Jay Skolnick emails inquiry on status of construction observations on Blanco by Bryan Dalrymple; Brad forwards email to Bryan</p> <p>4/19/21: MMI meeting with Bryan Dalrymple to review inspection and testing records cancelled due to weather forecast.</p> <p>05/10/2021: A pre-construction meeting scheduled for May 11 for the on-site water system improvements was postponed since the developer does not have plans approved by Adams County therefore no work can be performed within the new rights-of-way.</p> <p>05/10/2021: Adams County cannot approve the plans or issue any permits until the County has received and approved the surety for the SIA.</p> <p>9/7/21: Nick is working with the developer to relocate fire hydrants per County requirements.</p> <p>12/28/2021 – District notified that the County has potentially provided a variance on the relocation of hydrants.</p> <p>02/23/2022 – water line and well easements approved by BOD.</p> <p>3/25/2022 – 11 SDF’s collected to date.</p> <p>06/01/2022 – 13 SDF’s collected to date.</p> <p>06/28/2022- initial punch list provided to Jay.</p> <p>7/26/2022 – 15 SDF’s collected to date. Lisa requested additional</p>

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
										funds from developer to cover inclusion costs. 08/29/2022 – Jay is working with Nick and Mike on punch list items. 10/05/2022 – 17 SDF’s paid to date. 02/28/2023 – Jay has provided all documents necessary for staff to finalize the initial acceptance of water improvements.
Ridgeview Estates	3/3/2020	Nick	N/A	2		X				12/10/2020: Brad meets w/ Blanco Inc. at site of water tie-in at Great Rock Way to review layout and design. 1/7/2021: New list started. Items preceding 12/2020 on prior action items lists. 1/7/2021: Met yesterday with Blanco regarding tie in at tank site. 1/13/2021: GN residents report brown water following tie-in in Great Rock Way. Bryan flushes fire hydrants. 2/18/2021: Brad talked with David Moore and emailed DM a request for an updated schedule for coordination with REC and testing required. 5/4/2021: onsite water improvements in process and project is almost complete. 7/19/21: Offsite water improvements was completed by REC. Onsite water system improvements initial acceptance will be provided after onsite surface improvements (asphalt, curb, gutter) have been placed. Element has notified the developer of this requirement on 7/6/21. 8/19/21: An initial walkthrough and punch list was generated and forwarded to the developer’s engineer. A response to the punch list is expected when items are complete. After completion a letter recommending initial acceptance will be generated. 9/7/21: Developer requested waiver of lien. Board discussed and denied request. Lisa to communicate to Developer. 12/28/2021 – Nick drafted initial acceptance letter and transmitted to developer. 2/23/2022 – Nick followed up with David Moore in February. 3/25/2022 – 7 SDF’s collected to date. 06/01/2022 – 10 SDF’s collected to date. 06/28/22 – 11 SDF’s collected to date. 7/26/2022 – 12 SDF’s collected to date. Lisa requested additional

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
										funds from developer to cover inclusion costs. 8/29/2022 – David Moore provided information requested. Nick to draft letter of review and acceptance. 10/05/2022 – Nick provided letter to Jennifer. Jennifer to review and confirm documents and recommend the Board consider preliminary acceptance of the improvements. 10/25/2022 – The Board accepted the improvements subject to final review by counsel and President Wyckoff. 02/28/2023 – Erin is working with the developer’s bank to acquire LOC and then documents to finalize initial acceptance will be finalized.
<b>CAPITAL PROJECT MATTERS</b>										
Third Alluvial Well	2/5/19	Chris	N/A	2		X				1/5/2021: Brad received memo from Tim Crawford regarding ALV-5. Quantity from well site is favorable. Quality less favorable than other locations but better from monitoring well. Memo summarizing results sent to Brad to review for comment. 1/7/2021: New list started. Items preceding 2021 on prior action items lists. 1/11/2021: Brad meets w/ Tony Lopez re: well site easement and pipeline easement. Brad to work up exhibit and discuss w/ Brian at Manhard. 2/18/2021: Brad talked with Tim Crawford regarding the well site and pipeline easement needs. 4/6/21: Brad emails proposed easements layout to Tim/Chris and requests information from Jay Skolnick and Brian Pfohl 4/9/21: Jay indicates easements should be on title work. 8/6/21: A meeting was held at Element offices to discuss the third alluvial well. Element is to generate a cost estimate to connect sites 3 and 4 to the existing raw water lines.
Evaporation Pond Matters	1/1/19	Nick	N/A	1		X				1/5/2021: Profile has not changed. Brad to submit to CDPHE again. Need to finalize easement with Jay. If cannot be finalized in 2 weeks, Board to consider moving forward with condemnation proceedings. 1/7/2021: New list started. Items preceding 2021 on prior action items lists. 1/7/2021: Brad to review options available to expedite process

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
										<p>through CDPHE.</p> <p>1/20/2021: Lisa emailed Jody and Jennifer to schedule call related to condemnation efforts to acquire final easement needed to construct pond.</p> <p>2/2/2021: Brad working to finalize easement agreement and legal description. Brad to send to Lisa for next steps when complete.</p> <p>2/2/2021: Brad will provide updated cost estimate.</p> <p>4/9/2021: Brad asked to schedule a meeting with the committee to review additional information / may ask Nick to assist with Evaporation Pond project.</p> <p>5/4/2021: Brad informed the Board that he is no longer able to continue with this project. The Board asked Lisa to gather a list of qualified firms and contact them to solicit interest and a proposal.</p> <p>7/6/2021: Nick to start working on the evaporation pond and prepare a new exhibit related to final easement with Jay Skolnick.</p> <p>7/19/21: Board has approved Element to complete the evaporative pond design. Work is ongoing.</p> <p>8/13/21: Design work on the evaporation pond and EDOP report is ongoing. Element is finalizing the easement with direct correspondence between Element and Jay’s engineer for CCR Filing 2.</p> <p>9/7/21: Nick is preparing an alternatives analysis regarding pond location and will present his findings at the October board meeting.</p> <p>1/24/22: The board selected the western pond location with the concentrate line in Hudson Mile Road. The design is now being completed in that location.</p> <p>1/24/22: Element requested quotes for utility potholing to confirm utility location and depth for crossings.</p> <p>2/23/2022 – Element working on permit requirements with Adams County.</p> <p>3/25/2022 – Public Meeting will be held on April 5<sup>th</sup>. Property owners were notified via mail.</p> <p>06/01/2022 – Element to finalize reports to submit to CDPHE and ADCO the week of May 30, 2022.</p> <p>6/28/22 – reports and submittals made to CDPHE and ADCO.</p> <p>10/25/2022 – Nick responded to comments from Adams County.</p>

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
										02/28/2023 – Board determined to use CMAR process. Nick is working with Jennifer and Erin to document process for bidding, contract docs. etc.
RO Treatment Plant Upgrade	2/19/19	Nick	N/A	1		X				<p>12/1/2020: Nick provided updated to Board. Finalizing 95% plans. Followed up with CDPHE to get comments. No comments or questions received to date. Ran into issue with the concentrate line which was discussed with the Board.</p> <p>1/5/2021: No comments received from CDPHE yet.</p> <p>1/7/2021: New list started. Items preceding 12/2020 on prior action items lists.</p> <p>4/9/2021: Nick will follow up with CDPHE on status of final project approval. Bids are due by April 16, 2021.</p> <p>5/4/2021: BOD awarded contract to Moltz Construction. Nick to draft Notice of Award etc. BOD to review CM proposal and provide comments to Rob by 5/12/2021.</p> <p>7/6/2021: Nick to prepare major PUD amendment and process through Adams County</p> <p>7/19/21: Major PUD amendment notifications were sent out to required residences. The required public meeting will be held on 8/3. The application will be submitted to Adams County shortly after.</p> <p>8/5/21: PUD Application submitted to Adams County.</p> <p>8/20/21: Contractor requested permission to mobilize onsite. Permission granted.</p> <p>9/16/21: Pre-construction meeting held to discuss access and begin site stage.</p> <p>12/28/2021 – Nick and John attended planning commission meeting. Planning Commission approved the plan and recommends approval by BOCC in January.</p> <p>1/11/22 – Nick and John attended the BOCC meeting. The project was approved at this meeting.</p> <p>1/24/22 – Design to remove the sump by lowering the concentrate line in Rayburn are being finalized. This will be issued to the contractor as Field Order No. 1.</p> <p>2/23/2022 – Project began in February.</p> <p>3/25/2022 – Pay Apps 1-3 have been submitted and CO#1 has been</p>



Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
										submitted. 06/01/2022 – CO’s 2-5 have been approved and pay apps 1-6 as well. 7/26/2022 – CO’s 2-6 have been approved and pay apps 1-7 as well. 8/29/2022 CO’s 1-7 have been approved and pay apps. 1-8 as well. 10/05/2022 – punchlist walk is scheduled for 10/06/2022. 10/25/2022 – Substantial completion was provided to Moltz. 02/28/2023 – furniture has been installed. Staff is working with CMIT on IT proposal and agreement with Comcast for internet service.
<b>OPERATIONAL MATTERS</b>										
Rocks in Brine Discharge Pipe	6/4/19	Mike	N/A	3		X				1/7/2021: New list started. Items preceding 10/2020 on prior action items lists. 1/7/2021: Rocks not causing issues right now. Cannot push them out at any point. Would need to cut pipe, clean out and replace area. Do work with pond liner possibly. Not a current emergency. Mike to obtain pricing from Blanco and Dan LaCoe for doing work so can be incorporated into budget. 12/26/21: Site visit schedule first week of January to get Element Engineering updated on this project. 1/21/22: Element met with REC onsite to discuss potential remedies for this issue.
RHF Generator Replacement	1/7/2021	Mike	N/A	3		X				Mike to obtain pricing for replacement of generator. 4/12/2021: Generator Source onsite to gather information for RHF generator replacement. 12/8/21: Quote for new replacement submitted by Generator Source. 12/28/2021- Mike presented proposal at December meeting.
GFPD – Emergency Response Plan	01/04/2022	Mike Lisa	N/A	2						Mike and Lisa to contact GFPD to discuss emergency response plan in the event of a fire. 06/28/2022 – Mike to discuss with GBFPD and HFPD. 7/26/2022 – Mike confirmed GBFPD is the service provider and will schedule a meeting to discuss a plan.
<b>WELL AND WATER MATTERS</b>										
19CW3231 – Statement	3/3/2020	Matt	N/A	1		X				2/28/2020: Statement of opposition filed with Court.

Greatrock North Water and Sanitation District Action Items Status Matrix—2023

Action Items	Date of Meeting	Assigned To	Deadline	Priority	Not Started	In Process	Reoccurring	Follow up Required	Complete	Notes
of Opposition										
20CW3214 – Statement of Opposition	1/5/2021	Lisa Alan	N/A	1		X				Lisa to contact Alan Curtis re representation of District on matter. Case requests for changes of water rights on Box Elder Creek and amendments to a previously decreed augmentation plan that has depletions and replacements on Box Elder Creek. 01/20/2021: Lisa obtained executed engagement letter from all parties. Lisa working with Martin and Wood to discuss the current need for water rights engineering services.
Renewable Water Rights	5/4/2021	Chris	N/A			X				Chris presented options for acquisition of renewable water rights. BOD directed Chris to continue discussions with all options presented. 3/25/2021 – BOD directed Chris to continue discussions for renewable water rights options.
<b>FINANCIAL MATTERS</b>										
<b>ADMINISTRATIVE MATTERS</b>										
Cybersecurity Efforts	3/2/21	Mike	N/A			X				3/2/21: Brad is meeting with the firm that has proposed for SCADA/telemetry on the new plant to discuss protections within their system. 3/2/21: Mike will work with TLECC to discuss additional options for protection of current system. 02/28/2023 – Mike is working with HOA regarding annual contract etc.



Date: February 28, 2023

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

From: Lisa A. Johnson, District Manager

Re: March 7, 2023 Manager's Report

### **Agenda Action Items**

#### **II.A. Consent Agenda**

1. Approve the Minutes of the January 26, 2023 special meeting and the February 7, 2023 regular meeting.
2. Ratify approval of the payment of claims for the period ending \_\_\_\_\_, 2023 in the amount of \$\_\_\_\_\_.
3. Acceptance of unaudited financial statements for the period ending \_\_\_\_\_, Schedule of Cash Position updated as of \_\_\_\_\_, 2023, and Inclusion Summaries.
4. Operations and Maintenance Activities Report.
5. Review meter installation report.
6. Ratify approval of Third Addendum to Independent Contractor Agreement with Element Engineering for General Engineering Services.
7. Ratify approval of Eighth Addendum to Independent Contractor Agreement with Elite Industries, Inc. for Landscape Maintenance Services to include 2023-2024 snow removal services.

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

#### **V.A. Update on CMIT Proposal and Services**

Ms. D'Amato and Director Wyckoff have been working with CMIT to refine their proposal for one time and ongoing IT services. In addition, CMIT provided a recommendation to engage with Comcast/Xfinity for internet services to Box Elder Creek Ranch subdivision.

**I should have the revised proposal from CMIT and Comcast/Xfinity agreement to share with the Board at the meeting.**

**V.C. Periodic Cleaning Services at Box Elder Creek Ranch Facility**

Ms. D'Amato has solicited a proposal from MaidPro for biweekly cleaning services at the Box Elder Creek Ranch facility.

**I should have the agreement with scope and fee available to present to the Board at the meeting.**

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

Updates included in Engineer's Report. In addition, 17 System Development Fees have been collected to date.

**VII.B. Hayesmount Estates**

20 System Development Fees have been paid to date.

**VII.C. Ridgeview Estates**

Updates provided in the Engineer's Report. In addition, 12 System Development Fees have been collected to date which includes all of Phase 1.

**VII.D. Country Club Ranchettes Filing No. 2 ("CC#2")**

Attorney Poznanovic is working with property owner's water rights counsel on reviewing water rights matters and revising the inclusion agreement accordingly.

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

Attorney Poznanovic has reviewed the December resume and did not find any cases he would recommend the district oppose.

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

Updates are included in agenda items above.

## 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 JANUARY 26, 2023

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 Thursday, January 26, 2023 at 4:30 P.M. The meeting was held in person at the Reverse Osmosis Treatment Facility, 16373 Rayburn Street, Hudson, CO 80642. The meeting was open to the public.

#### ATTENDANCE

##### Directors in attendance:

John D. Wyckoff  
Brian K. Rogers  
Lisa Jacoby  
Robert W. Fleck  
Brenda Adams

##### Also in attendance were:

Erin K. Stutz, Esq.; White Bear Ankele Tanaka & Waldron, P.C.  
Lisa Johnson and Shauna D’Amato; CliftonLarsonAllen LLP (“CLA”)  
Mike Murphy; Ramey Environmental Compliance, Inc.  
Chris Sanchez; Bishop-Brogden Associates, Inc. (“BBA”)  
Matthew Poznanovic, Esq.; Hayes Poznanovic Korver LLC

#### ADMINISTRATIVE MATTERS

**Disclosures of Potential Conflicts of Interest:** Ms. Johnson 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 Wyckoff, Rogers, Jacoby, Fleck, and Adams each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda. Director Adams noted that she serves on the HOA Board for Box Elder Creek Ranch.

**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 Rogers, and, upon vote, unanimously carried, the Board approved the Agenda as presented.

#### EXECUTIVE SESSION

##### **EXECUTIVE SESSION**

Pursuant to Sections 24-6-402(b) and (e), of the Colorado Revised Statutes, upon a motion duly made by Director Wyckoff, seconded by Director Fleck, and, upon affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 4:38 p.m. to discuss negotiations with third parties regarding Case No. 19CW3231, Water Division 1 and to receive legal advice regarding the status and use of the District’s water rights and augmentation plans. Furthermore, pursuant to Section 24-6-402(2)(b), C.R.S., no record will be kept

## **RECORD OF PROCEEDINGS**

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of those portions of the executive session that, in the opinion of the Board's attorney, constitute privileged attorney-client communication.

Upon a motion duly made by Director Wyckoff, seconded by Director Rogers, and, upon vote, unanimously carried, the Board reconvened into regular session at 5:56 p.m.

Not action was taken during or after the Executive Session.

### OTHER MATTERS

None.

### COMMUNITY COMMENTS

None.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Wyckoff, seconded by Director Rogers, and, upon vote, unanimously carried, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

By \_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### Attorney Statement Regarding Privileged Attorney-Client Communication

Pursuant to § 24-6-402(2)(d.5)(II)(B), C.R.S., I attest that in my capacity as general counsel representing the Greatrock North Water and Sanitation District (the “District”), I attended the Executive Session on January 26, 2023, for the sole purpose of conferencing with the District’s Board of Directors to discuss negotiations with third parties regarding Case No. 19CW3231, Water Division 1 and to provide legal advice regarding the status and use of the District’s water rights and augmentation plans as authorized by Sections 24-6-402(4)(b) and (e), C.R.S. I further attest that it is my opinion that all or a portion of the executive session discussion constituted attorney-client privileged communication as provided by § 24-6-402(4)(b), C.R.S., and based on that opinion, no further record, written or electronic, was kept or required to be kept pursuant to § 24-6-402(2)(d.5)(II)(B), C.R.S.

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Erin K. Stutz, Esq.

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD FEBRUARY 7, 2023

A regular 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, February 7, 2023 at 4:30 P.M. The meeting was conducted via video conference – Microsoft Teams. The meeting was open to the public.

#### ATTENDANCE

##### Directors in attendance:

John D. Wyckoff  
Brian K. Rogers  
Lisa Jacoby  
Robert W. Fleck

Absent and excused was Director Adams.

##### Also in attendance were:

Lisa Johnson, Shauna D’Amato, and Michael Jensen; CliftonLarsonAllen LLP (“CLA”)  
Mike Murphy; Ramey Environmental Compliance, Inc. (“REC”)  
Nick Marcotte; Element Engineering, LLC

#### ADMINISTRATIVE MATTERS

**Disclosures of Potential Conflicts of Interest:** Ms. Johnson 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 Wyckoff, Rogers, Jacoby, and Fleck each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

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

**Board of Director’s Report:** Director Wyckoff reported that the furniture was installed today at the new plant facility.

**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.



## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

1. Approve the Minutes of the December 6, 2022 regular meeting.
2. Ratify approval of the payment of claims for the period ending January 23, 2023 in the amount of \$111,432.39.
3. Acceptance of unaudited financial statements for the period ending December 31, 2022, Schedule of Cash Position updated as of February 1, 2023, and Inclusion Summaries.
4. Operations and Maintenance Activities Report.
5. Review meter installation report.
6. Ratify Amendment to Warranty Agreement for acceptance of Ridgeview Estates.
7. Adopt Resolution 2023-02-01 Designating Meeting Notice Posting Location.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Jacoby, and, upon vote, unanimously carried, the Board approved the Consent Agenda items.

### FINANCIAL MATTERS

None.

### ENGINEER'S REPORT

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

### CAPITAL PROJECTS UPDATES:

**Third Alluvial Well:** No new update.

**Evaporation Pond:** No new update.

**Reverse Osmosis Treatment Facility:** No new update.

**Construction Manager at Risk – Delivery Method (“CMAR”):** The Board discussed bidding the project and options. Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Jacoby, and, upon vote with Director Fleck voting nay, the Board approved to bid out the project using the Construction Manager at Risk Delivery Method (“CMAR”).

**Proposal from Element Engineering LLC for Rate Study:** Mr. Marcotte presented his proposal to update the rate study related to the current system development fees for an amount not to exceed \$9,500. Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers, and, upon vote, unanimously carried, the Board approved the rate study proposal with Element Engineering LLC for an amount not to exceed \$9,500.

## RECORD OF PROCEEDINGS

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### OPERATIONS / MAINTENANCE MATTERS

**Operator in Responsible Charge (“ORC”) Report:** Mr. Murphy presented his report and provided updates.

**Independent Contractor Agreement with Denver Tech, LLC d/b/a CMIT Solutions of Boulder (“CMIT”) for IT Services:** Director Wyckoff and Mr. Murphy summarized the meeting they had with CMIT today. CMIT has indicated that an upgrade to the current internet service is needed. They will provide some options for the District to consider pursuing.

The Board discussed the Independent Contractor Agreement with CMIT. CMIT is not interested in signing the current agreement. If the Board is unable to negotiate an engagement with them, then REC will subcontract to them and CMIT will provide services under that arrangement.

### LEGAL MATTERS

**Initial Acceptance Resolution for Country Club Ranchettes #1 Improvements:** Mr. Marcotte presented to the Board. He has received everything needed except for a letter requesting initial acceptance from the property owner. Following review and discussion, upon a motion duly made by Director Wyckoff, seconded by Director Jacoby, and, upon vote, unanimously carried, the Board adopted the Resolution approving initial acceptance for the County Club Ranchettes #1 Improvements, subject to final review by legal counsel.

### OTHER MATTERS

**Status of Homestead Heights/Country Club Ranchettes #1:** There were no new updates.

**Status of Hayesmount Estates:** There were no new updates.

**Status of Ridgeview Estates:** There were no new updates.

**Status of Country Club Ranchettes Filing #2:** There were no new updates.

**Changing the Board Meeting Venue from Fully Virtual to Hybrid:** The Board discussed moving to a hybrid meeting option. The Board determined to hold off on making this change until internet is upgraded and full connectivity is offered at the facility.

### COMMUNITY COMMENTS

None.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Rogers, seconded by Director Wyckoff, and, upon vote, unanimously carried, the meeting was adjourned at 6:05 p.m.

**RECORD OF PROCEEDINGS**

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Respectfully submitted,

By \_\_\_\_\_  
Secretary for the Meeting



## Greatrock North Water & Sewer District Monthly Activities Report January 15, 2023 – February 14, 2023

### Daily Operations Summary

**Greatrock North (GRN):** Record LFH Well #1, UKA Well #1, and distribution flow totalizers. Visual inspection of the generator to record run hours and check for any active faults. Collect and analyze chlorine residual samples each visit. Collect entry point samples to analyze for pH and conductivity weekly. Complete walk-through of the pump station to inspect distribution pumps, distribution pressure/tank level, and verify operation of PRV.

**Rocking Horse Farms (RHF):** Record LFH Well #2, UKA Well #3, and distribution flow totalizers. Visual inspection of the generator to record run hours and check for any active faults. Collect and analyze chlorine residual samples each visit. Collect entry point samples to analyze for pH and conductivity weekly. Complete walk-through of pump station to inspect distribution pumps, distribution pressure/tank level, and verify operation of PRV.

**Box Elder (BE):** Check SCADA for any active alarms and record process numbers. Record flow totalizers for Wells, RO Skid, and Distribution Meters. Visual inspection of the generator to record run hours and check for any active faults. Collect and analyze chlorine residual samples each visit. Collect entry point samples to analyze for pH and conductivity weekly. Complete walk-through of the pump station to inspect distribution pumps, distribution pressure/tank level, and verify operation of PRV. Complete walk-through of RO building to verify proper operation and record equipment run hours. Check chemical feed systems for proper operation and refill day tanks, as necessary.

**01/16/23 (4.0hr)** Completed routine checks at each facility. Opened the fill valve at RHF to fill the tank to 7.4 ft. Collected monthly Bac-T's and delivered to Colorado Analytical.

**01/17/23 (4.0hr)** Completed routine checks at each facility.

**01/18/23 (4.0hr)** Completed routine checks at each facility.

**01/19/23 (4.0hr)** Completed routine checks at each facility. Filled RHF tank to 7.4ft and closed the valve once reaching the proper level. Completed monthly work orders. Replaced hatch seal on Rocking Horse Farms storage tank. Made repairs to UKA3 Well electrical junction box. Replaced missing bolts on wellhead covers.

**01/20/23 (4.0hr)** Completed routine checks at each facility.

**01/23/23 (4.0hr)** Completed routine checks at each facility. Manually filled the RHF tank and shut the valve off once the proper level was achieved.

**01/24/23 (4.0hr)** Completed routine checks at each facility.

**01/25/23 (4.0hr)** Completed routine checks at each facility.

**01/26/23(4.0hr)** Completed routine checks at each facility.

**01/27/23 (4.0hr)** Completed routine checks at each facility.

**01/30/23 (4.0hr)** Completed routine checks at each facility.

**01/31/23 (4.0hr)** Completed routine checks at each facility. Completed monthly preventative maintenance work orders.

**02/01/23 (4.0hr)** Completed routine checks at each facility. Collected monthly samples and delivered them to the lab. Cleaned process room and meeting area.

**02/02/23 (4.0hr)** Completed routine checks at each facility. Replaced the damaged tank access hatch seal.

**02/03/23 (4.0hr)** Completed routine checks at each facility. Completed general cleaning in and around facilities.

**02/06/23 (4.0hr)** Completed routine checks at each facility. Completed annual water quality sampling and delivered samples to Colorado Analytical. Submitted chemical order for 175 gallons of sodium hypochlorite from Treatment Tech.

**02/07/23 (4.0hr)** Completed routine checks at each facility. Started manual meter reads.

**02/08/2023 (4.0hr)** Completed routine checks at each facility. Continued to work on manual meter reads.

**02/09/23 (4.0hr)** Completed routine checks at each facility. Finished manual meter reads and sent to them the billing department. Completed quarterly sampling of the concentrate ponds and Alluvial Wells and delivered samples to Colorado Analytical.

**02/10/23 (4.0hr)** Completed routine checks at each facility. Completed general cleaning inside facilities.

**02/13/23 (4.0hr)** Completed routine checks at each facility. Filled RHF tank to 7.4ft and closed valve once proper level acquired. Received 175 gallons of Chlorine from Treatment Tech.

**02/14/23 (4.0hr)** Routine site visit. Regular rounds and checks of each facility.

**January 15 – February 14, 2023**

RO Run Time	69.5
RO Concentrate Flow: 1 Pond (South)	208,500

**Sampled Date: February 1st, 2023**

Monthly Testing	TDS (mg/L)	Calcium (mg/L)	Magnesium (mg/L)	Total Hardness (mg/L)
BE	341mg/L	37.2mg/L	7.15mg/L	122.4mg/L
RHF	326mg/L	32mg/L	6.29mg/L	105.9mg/L
GRN	322mg/L	34.3mg/L	6.64mg/L	113.1mg/L

Installed From: 01/13/23 To: 02/13/23

Current Account	Name	Location	Service Address	SVC	Svc Size	Svc Type	User Type	Flat Chg Amount	Last Bill Amount	Last Bill Date	Install Date	Line Code	Meter Status
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THIRD ADDENDUM  
TO  
INDEPENDENT CONTRACTOR AGREEMENT  
(General Engineering Services)

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This THIRD ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT (the “Third Addendum”) is entered into this 15<sup>th</sup> day of February 2023, by and between GREATROCK NORTH WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the “District”), and ELEMENT ENGINEERING, LLC, a Colorado limited liability company (the “Contractor”), collectively referred to herein as the “Parties.”

RECITALS

WHEREAS, the Parties entered into an *Independent Contractor Agreement*, dated June 1, 2021, as amended by the *First Addendum Independent Contractor Agreement*, dated July 6, 2021, and the *Second Addendum Independent Contractor Agreement*, December 6, 2022 (collectively, the “Agreement”); and

WHEREAS, the Agreement sets forth the scope of services to be provided by the Contractor to the District and the compensation schedule therefore; and

WHEREAS, the Parties desire the Contractor to perform additional services than originally contemplated under the Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

TERMS AND CONDITIONS

1. ADDITION TO SCOPE OF SERVICES. The District and the Contractor hereby supplement the Scope of Services/Compensation Schedule set forth in Exhibit A of the Agreement with the Scope of Services/Compensation Schedule set forth in **Exhibit A-1**, attached hereto and incorporated by reference.

2. PRIOR PROVISIONS EFFECTIVE. Except as specifically amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect.

3. COUNTERPART EXECUTION. This Third Addendum may be executed in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Executed copies of this Third Addendum may be delivered by facsimile or email of a PDF document, and, upon receipt, shall be deemed originals and binding upon the signatories to this Third Addendum.

*[Signature Page Follows.]*

IN WITNESS WHEREOF, the Parties have caused this Third Addendum to be duly executed and delivered by their respective officers thereunto duly authorized as of the date first above written.

DISTRICT:  
GREATROCK NORTH WATER AND  
SANITATION DISTRICT, a quasi-municipal  
corporation and political subdivision of the State of  
Colorado

\_\_\_\_\_  
Officer of the District

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

CONTRACTOR:  
ELEMENT ENGINEERING, LLC, a Colorado  
limited liability company

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



**EXHIBIT A-1****SCOPE OF SERVICES/COMPENSATION SCHEDULE**

The Contractor will perform the following general engineering services:

Review and update system development fee analysis for a total fee amount of \$9,500.00.

EIGHTH ADDENDUM  
TO  
INDEPENDENT CONTRACTOR AGREEMENT  
(Landscape Maintenance Services)

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This EIGHTH ADDENDUM TO THE INDEPENDENT CONTRACTOR AGREEMENT (the “Eighth Addendum”) is entered into this 24<sup>th</sup> day of February, 2023, by and between the GREATROCK NORTH WATER AND SANITATION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the “District”), and ELITE INDUSTRIES, INC., a Colorado corporation (the “Contractor”), collectively referred to herein as the “Parties”.

RECITALS:

WHEREAS, the Parties entered into an *Independent Contractor Agreement*, dated January 1, 2014, as amended by the *First Addendum to Independent Contractor Agreement*, dated April 7, 2015, the *Second Addendum to Independent Contractor Agreement*, dated January 1, 2016, the *Third Addendum to Independent Contractor Agreement*, dated January 1, 2018, the *Fourth Addendum to Independent Contractor Agreement*, dated March 3, 2019, and the *Fifth Addendum to Independent Contractor Agreement*, dated December 1, 2020, the *Sixth Addendum to Independent Contractor Agreement*, dated December 7, 2021, and the *Seventh Addendum to Independent Contractor Agreement*, dated December 6, 2022 (collectively, the “Agreement”); and

WHEREAS, the Agreement sets forth the scope of services to be provided by the Contractor to the District and the fee schedule therefore; and

WHEREAS, the Parties desire to supplement the scope of services and fee schedule with snow removal services for the Box Elder Creek Ranch subdivision sidewalks and parking lots.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

TERMS AND CONDITIONS:

1. SUPPLEMENT TO SCOPE OF SERVICES & FEE SCHEDULE. The Parties hereby supplement the Scope of Services & Fee Schedule set forth in Exhibit A of the Agreement with the Scope of Services & Fee Schedule set forth in **Exhibit A-1**, attached hereto and incorporated herein by this reference.
2. PRIOR PROVISIONS EFFECTIVE. Except as specifically amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect.
3. COUNTERPART EXECUTION. This Eighth Addendum may be executed in several counterparts, each of which shall be deemed an original, and all of which together shall

constitute one and the same instrument. Executed copies of this Eighth Addendum may be delivered by facsimile or email of a PDF document, and, upon receipt, shall be deemed originals and binding upon the signatories to this Seventh Addendum.

*[Signature Page Follows.]*

IN WITNESS WHEREOF, the Parties have caused this Eighth Addendum to be duly executed and delivered by their respective officers thereunto duly authorized as of the date first above written.

DISTRICT:  
GREATROCK NORTH WATER AND  
SANITATION DISTRICT, a quasi-municipal  
corporation and political subdivision of the State of  
Colorado

\_\_\_\_\_  
Officer of the District

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

CONTRACTOR:  
ELITE INDUSTRIES, INC., a Colorado corporation

*Jenna Bensko*  
\_\_\_\_\_

Printed Name: Jenna Bensko

Title: General Manager

**EXHIBIT A-1**  
**SCOPE OF SERVICES & FEE SCHEDULE**

Contractor will perform the following snow removal services:

1. Furnish equipment, labor, and materials to remove snow from the sidewalks and parking lots in the Box Elder Creek Ranch subdivision.
2. Snow will be removed upon four inches (4") or more accumulation, unless otherwise directed by the District's representative.
3. Contractor will apply de-icer as needed.

Contractor will charge the following 2023-2024 rates for snow removal services:

 <b>2023-2024 SNOW PRICING - GREAT ROCK NORTH</b>		
Description	Unit Price	Price
Hand Shoveler	Per Hour	\$ 55.00
Snowblower	Per Hour	\$ 60.00
ATV	Per Hour	\$ 75.00
Snow Rator	Per Hour	\$ 80.00
Ventrac	Per Hour	\$ 100.00
Truck Straight Plow	Per Hour	\$ 110.00
Truck Plow w/wings	Per Hour	\$ 115.00
Truck V-Plow or Rubber Blade	Per Hour	\$ 120.00
Skidsteer	Per Hour	\$ 135.00
Front End Loader	Per Hour	\$ 160.00
Backhoe	Per Hour	\$ 125.00
Dump Truck (if snow hauling is necessary)	Per Hour	\$ 125.00
Motor Grader	Per Hour	\$ 160.00
Liquid Deicing Truck	Per Hour	\$ 100.00
Granular De-icer Truck Spreader	Per Hour	\$ 125.00
Granular De-icer for Sidewalks	Per Pound	\$ 0.55
Liquid Deicer	Gallon	\$ 1.60
Ice Slicer	Per Ton	\$ 270.00

## ENGINEER'S PROGRESS REPORT

**Date:** March 7, 2023  
**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

The punch list walkthrough was completed and punch list generated. It was agreed by all onsite that the Certificate of Substantial Completion should be issued and dated October 6, 2022. This certificate was completed and sent to Moltz with the punch list attached. Moltz has 45 calendar days from the date of Substantial Completion to complete all punch list items.

The certificate of occupancy has been provided by Motlz Construction. We are confirming that the punch list is completed and have requested a lien waver for final payment. Prior to final payment the Advertisement for Final Payment must be posted in the local paper of record. Element will provide this advertisement when we receive confirmation that the punch list is complete, and the final pay application is received.

The Certificate of Substantial Completion has been provided to Moltz Construction. The date of Substantial Completion was set for October 6, 2022. The advertisement for final payment was posted as required and the final payment was issued. The end of the two-year warranty period is October 6, 2024.

#### 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.

Additional survey field work was ongoing as of September 16, 2021. Element met onsite with the surveyor to confirm required items to be surveyed. Element held discussions about the potential to eliminate the proposed sump and pump in the proposed RO WTP if the concentrate line can be lowered. Element recommends any new concentrate main installation be 8-inch diameter SDR 35 PVC minimum.

Element has received the updated survey and has provided preliminary pond alternative layouts and costs as well as concentrate line profiles for the district's discussion at the October 26, 2021 work session. Upon a final decision for layout and pond location design documents will be created. Also, it is apparent that the concentrate line in Rayburn can be lowered, allowing the proposed sump in the ROWWTP to be removed and all drains go to the concentrate line.

Element was provided direction by the board to proceed with the west pond location and the gravity concentrate main running down Hudson Mile Road. Design work is ongoing with draft design documents expected to be complete in January. Element has reached out to Adams County to determine what permitting will be required for the project. A potential pre-application meeting with Adams County was requested.

Element has submitted the initial pre-application document to Adams County. A pre-application meeting with the county will be scheduled in the coming weeks based on the county's schedule. Work continues on finalization of the design. It is our goal to submit a draft of the design submitted to the board for review during the month of January.

A pre-application meeting with Adams County has been scheduled for Friday February 4, 2022 at 10:30 AM. This meeting will be held virtually. Element submitted progress plans on the concentrate pond to the district. We are now working to finalize the plans. The next step is to complete final internal edits and compile a stormwater management plan (SWMP) and finalize and submit the Section 9 Impoundment permitting report to CDPHE. This should be completed by the end of February to mid-March.

Element and CLA staff attended a pre-application meeting with Adams County. A detailed summary of submittal requirements was sent to the GNWSD board. In summary a Conditional Use Permit is required. The board approved Element to begin working on this submittal. Work is ongoing. We expect submittal of the conditional use permit and EDOP to Adams County and CDPHE in mid-March.

The public meeting for the conditional use permit is to be held at the April 5, 2022 board meeting. The required environmental study on the property is being completed by an Element subconsultant. Upon completion of the environmental study and public meeting, Element will submit the conditional use permit application to Adams County.

Element received the ownership and encumbrance report to research mineral rights owners to notify them (as required by Adams County). Also, we received the environmental report prepared by Olsson Associates that is required with the Conditional Use Permit. Our final task is to finalize the EDOP and submit it to CPDPHE and Adams County as well as provide notifications to mineral holders. This is to be completed by the week of May 30, 2022.

The EDOP and Adams County submittal have been completed and submitted. The Adams County review fee has been paid by Element.

Element has followed up with agencies to determine who is the primary contact. We have not been assigned a planner or engineer yet, but this is likely to occur soon.

Our project has been assigned a planner at Adams County. The county has promised to expedite the review of the project. Element will be ready to answer any questions or comments on the proposed project.

We held a county comment review meeting with Adams County on September 16, 2022. Comments received are relatively minor and we are currently working on the response letter. All responses have been completed. Element is confirming the Adams County requirement for landscaping.

It is recommended that the district proceed with bidding the project under the Construction Manager at Risk (CMAR) procurement procedure. We have completed responses to all Adams County comments. Also we held a meeting with CDPHE to request either an approval letter or a list of comments to respond to. CDPHE has indicated they will send a brief list of comments. We anticipate having those during the week of January 30<sup>th</sup>, 2023.

**The district approved the CMAR bidding approach at the March 7<sup>th</sup> meeting. Element is working with the district's attorney to compile an Owner-CMAR agreement. Upon completion of this agreement, the CMAR bid documents will be completed and advertised. Element has responded to all Adams County comments on the CUP. Element received comments from CDPHE on the EDOP. A response will be completed prior to the March 2023 district board meeting.**

### 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, 2021. 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.

**No work this period.**

**It is suggested that the board continue discussions of adding the third alluvial well. With the construction of the new water treatment plant being finalized, both existing alluvial wells are required for operation. Currently there is no redundant alluvial source.**

### **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, 2021. An additional onboarding meeting with REC has been scheduled on June 30<sup>th</sup>, 2021 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.

Element has completed cost estimates to support 2022 budget preparation. This included estimated general engineering (ops and admin) fees, capital project fees, and engineering construction administration fees. A meeting to review the proposed budget items was held on September 22<sup>nd</sup> at REC offices.

Element is coordinating the additional information (survey) and scoping items on the concentrate line and concentrate pond and line alternatives in the General Engineering – Administration job number.

Element presented options to the board on concentrate line and concentrate pond locations. See Third Concentrate Pond reporting for more information.

Element is working on the county permitting of the third concentrate pond. See third concentrate pond update.

Element provided draft General Engineering estimates and concentrate pond cost estimates for the 2023 budgeting period.

Element is currently working on budgeting and rate analysis updates for the 2023 calendar year. Also we have been coordinating with the district's consultants on the Town of Castle Rock water court case.

**Element was requested to provide a cost for reviewing and updating the tap fee analysis that has historically been completed on behalf of the district. We have reviewed the historic tap fee analysis and the effort necessary to update these fees. It is estimated that our fee will not exceed \$9,500. We can either bill this under General Engineering, or under a separately approved task.**

### 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.

Element met with REC at RHF on January 21<sup>st</sup>, 2022 to discuss replacement of the RHF control valves. It was determined that an insertion valve could be installed downstream of the control valve to shut the tank off. A new electrically actuated gate valve could then be installed in the vault. It is recommended that two manual gate valves with wheels be installed on either side of the new actuated valve. This time was billed to General Engineering: Operations.

**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.

Element met with REC on January 21<sup>st</sup>, 2022 to discuss the rocks in the concentrate line. It was determined that the line could be temporarily shut down (turn off WTP) and the line upstream of the control valve could be shut. The concentrate line could then be pumped out (water discharging to the adjacent concentrate pond) and the line could be excavated, opened, and the rocks removed. Upon removal the line would need to be replaced in the excavated area.

See attached monthly year over year comparison of electrical use (KWH) and electrical billing (\$). Element has assisted with mapping of water mains to determine the source of the distribution system leak on Haysemount.

**No work this period.**

### 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, 2021, or July 12, 2021 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>, 2021. Onsite construction work started on July 21<sup>st</sup>, 2021. 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.

Element inspected and coordinated work on the fire hydrant relocation.

Minor construction observation/coordination occurred during this reporting period. Initial acceptance will occur after the surface improvements are complete (pavement, etc).

Element was notified that paving would occur at the project during the month of December. Upon completion of surface improvements an initial acceptance walkthrough will be completed.

Element completed an initial acceptance walkthrough and compiled the attached punch list and closeout requirements. A letter was sent to the developer on June 23, 2022, and we are awaiting a response and required items.

Element has received a draft Bill of Sale and as-built documentation. We are waiting on final documents for initial acceptance.

**We have final documents for Initial Acceptance and anticipate board approval during the February meeting. These documents have been submitted to the attorney for review.**

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

On Wednesday January 26<sup>th</sup>, 2022. Element met with the developer to discuss inclusion of CCR Filing 2. There were no specific engineering related action items immediately necessary at the meeting. When the inclusion packet is submitted, Element will complete necessary review tasks.

The inclusion agreement for CCR F2 has been submitted and Element is working with the district's consulting team to review and provide comment.

**No work this period.**

**3. Ridgeview Estates**

**This subdivision has gained Initial Acceptance. No work this period.**

**4. Epic Estates**

Element attended a meeting discussing water rights and potential water treatment for the proposed development.

**No work this period.**

**5. Horse Creek Retreat**

**No work this period.**

**OTHER PROJECTS:**

**1. 2023 Tap Fee Update**

The GNWSD board approved Element to compile an updated tap fee analysis. This work is currently in our queue.



**Greatrock North Water & Sewer District**  
**ORC Report**  
**March 7, 2023**

Rocking Horse Farms Tank Fill Valve

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

Update – Local CLA-Valve Representative, Pipestone Equipment, onsite to access RHF fill valve. Pipestone Equipment believes the control issues are due to an internal pressure loss through the internal components of the valve. REC is coordinating with Element Engineering to develop a plan to isolate the valve for inspection. Presently there is no isolation valve within the PRV pit, and no valves are indicated on plant drawings. Repair and/or replacement will need to take place during low demand season due to the inability to fill the tank while the valve is out of service.

Update – Site walk-through is scheduled for the first week of January with Element Engineering to review site layouts and develop plans for repairs.

Update – Site walk-thru completed with Element Engineering and Moltz Construction. After reviewing of site layout and plans it is confirmed there is no known isolation valve for the RHF tank fill valve. Element Engineering and REC developing plans for repair, but it is likely an insertion-type isolation valve will need to be installed before the replacement of the RHF fill valve.

Update – Element Engineering is developing the scope of work for Moltz Construction to repair.

## RO Building Decommissioning

REC, Element Engineering, and Moltz construction are working together to locate the currently unknown source of water that is supplying back-pressure to the old RO treatment building. The backpressure source will need to be located and isolated prior to being able to complete the decommissioning of the old RO building.

Update 11/16/2022 – Altitude Leak Detection onsite to determine if BECR storage tank valves are leaking water when closed. Altitude Leak Detection was able to determine the south storage tank isolation valve is leaking water by when closed.

## Augmentation

On 12/20/22 BBA water requested water augmentation to be set to 20 GPM. Water augmentation set to 20 gpm on 12/21/2022.

Water augmentation was shut down until further notice on 1/2/2023.

Water augmentation remained off for February 2023.

## Additional Activities

Completed annual EDOP report and submitted it to CDPHE.

Completed annual backflow inspections on district assemblies.

Completed required follow-ups from CDPHE Sanitary Survey inspection.

Completed water line inspection at 29780 E 162 Ave.

Completed water line inspection at 29775 E 162 Ave.

Completed water line inspection at 30200 E 162 Ave.

Water Quality

Month	ALV 1		ALV2		BECR		RHF		GRN	
	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L	TDS mg/L	Hardness mg/L
Feb-23	1095	552	988	549	341	122	326	106	322	113
Jan-23					360	103	369	126	387	131
Dec-22					677	318	423	184	494	181
Nov-22					185	45	200	62	237	61
Oct-22	1080	525	924	526	385	157	449	179	456	202
Sep-22					777	309	792	302	772	308
Aug-22					778	382	758	308	762	312
Jul-22	1031	503	1037	497	709	324	718	327	742	314
Jun-22					718	321	689	298	693	302
May-22					691	277	762	313	743	308
Apr-22	1050	433	795	415	495	165	385	125	369	118
Mar-22					387	128	572	219	513	190
Feb-22	846	388	824	387	553	297	699	299	723	292
Minimum	846	388	795	387	185	45	200	62	237	61
Maximum	1095	552	1037	549	778	382	792	327	772	314
Average	1020	480	914	475	543	227	549	219	555	218

# Quote


**Quote Number: 115**

 Payment Terms: Upon Receipt  
 Expiration Date: 03/08/2023

**Quote Prepared For**

**Lisa Johnson**  
**Greatrock North Water and Sanitation District**  
 16373 Rayburn St.  
 Hudson, CO 80642  
 United States  
 Phone: 303-779-5710  
 Lisa.Johnson@claconnect.com

**Quote Prepared By**

**Susan Bateman**  
**CMIT Solutions of Boulder & Denver**  
 2770 Arapahoe Road #132-209  
 Lafayette, CO 80026  
 Phone: 303-673-9994  
[sbateman@cmitsolutions.com](mailto:sbateman@cmitsolutions.com)

Item#	Quantity	Item	Unit Price	Extended Price
<b>Monthly Items</b>				
1)	1	CMIT Marathon Performance - Workstation CMIT Marathon Monthly Managed Services Performance Plan - managed IT services for the conference computer; includes Webroot Anti-Virus, Webroot DNS Filtering & SentinelOne EndPoint Detection & Response	\$35.00	\$35.00
			<b>Monthly Subtotal</b>	<b>\$35.00</b>
<b>One-Time Items</b>				
2)	1	Firewall SonicWall TZ370 Secure Upgrade Plus - Essential Edition 3-Year Security Subscription	\$1,587.60	\$1,587.60
3)	1	Wall Mounted Shelf Wall mounted shelf for networking equipment (16" depth)	\$48.59	\$48.59
4)	1	16-Port PoE Switch Araknis Networks 310 Series L2Managed 16-Port Gigabit Switch with Full PoE+	\$955.56	\$955.56
5)	1	Wireless Access Point Ubiquiti UniFi Long Range Wireless Access Point (PoE adapter not included)	\$242.10	\$242.10
6)	1	Conference Device Logitech BCC950 Desktop Video Conferencing Solution: Full HD 1080p Video Calling, Hi-Definition Webcam plus Speakerphone with Noise-Reducing Mic  Note: A subscription to Teams, Zoom or some other conferencing service is required.	\$287.99	\$287.99
7)	1	Micro PC Dell Optiplex 5000 Micro, Windows 10 Pro, Intel i5, 16GB RAM, 256GB SSD, Wireless Kybd & Mouse, Dell Basic 3-Year Warranty	\$1,205.58	\$1,205.58
8)	1	VESA Mount VESA Mount for mounting Dell Optiplex Micro PC behind the TV	\$29.94	\$29.94

All hardware and software payments are expected upon your approval of the order. Orders will not be placed until payment is received.  
 We accept the following forms of payment: ACH, checks and credit cards. All hardware and software sales are final.  
 Any questions? Email [accounting@cmitech.com](mailto:accounting@cmitech.com), or call 303-673-9994 ext. 800.



Item#	Quantity	Item	Unit Price	Extended Price
9)	1	Consulting and Installation Fee One-Time Consulting and Installation Fee for the items listed on this quote. Future support for other items will be billed at \$150 per hour.	\$3,000.00	\$3,000.00
			<b>One-Time Subtotal</b>	<b>\$7,357.36</b>
			<b>Total</b>	<b>\$7,392.36</b>
<b>Optional Items</b>				
10)	1	Business Internet Comcast Ultimate Business Package Internet (250/25)  Please note: This is a Comcast 3 Year Contract. Fees for the first year are \$109.99; second year are \$124.99; and then third year are \$139.99.  This will be an agreement between client and Comcast. Any tax and other applicable fees will be added by Comcast.	\$109.99	\$109.99
11)	1	Static IP Address Comcast Static IP Address	\$24.95	\$24.95
12)	1	Comcast Equipment Fee Comcast Connection Pro - Equipment Monthly Rental Fee	\$10.00	\$10.00
13)	1	Comcast One-Time Installation Fees Comcast One-Time Installation Fee (with a 3-Year Contract)	\$99.95	\$99.95
14)	1	ISP Failover OPTIONAL: Comcast Connect Pro 4G Failover (comes with 8 hour battery backup, no data cap and 10/1mb speed); PLUS a \$10 per month fee associated with this Comcast service.	\$39.95	\$39.95
15)	2	Comcast Phone Line Comcast Basic Phone Line - Monthly Service Fee	\$49.90	\$99.80
16)	1	Comcast Business Voice Modem Comcast Business Voice Equipment Rental	\$19.95	\$19.95
			<b>Optional Subtotal</b>	<b>\$404.59</b>
			<b>Including Optional Quote Items</b>	
			<b>Total</b>	<b>\$7,796.95</b>

All hardware and software payments are expected upon your approval of the order. Orders will not be placed until payment is received. We accept the following forms of payment: ACH, checks and credit cards. All hardware and software sales are final. Any questions? Email [accounting@cmittechs.com](mailto:accounting@cmittechs.com), or call 303-673-9994 ext. 800.



February 7, 2023

Lisa Johnson  
 Greatrock North Water and Sanitation District  
 370 Interlocken Blvd Ste 500  
 Broomfield, CO 80021

Subject: Sanitary Survey of Greatrock North Water and Sanitation District  
 Public Water System Identification No. CO0101063  
 Adams County

Dear Lisa Johnson:

A sanitary survey was performed on January 11, 2023 by the Field Services Section of the Colorado Department of Public Health & Environment’s Water Quality Control Division (the department) at Greatrock North Water and Sanitation District (the supplier) in accordance with the *Colorado Primary Drinking Water Regulations, 5 CCR 1002-11* (Regulation 11), Sections 11.38(1)(b) and 11.38(2). This letter serves to provide the supplier with written notification of the sanitary survey findings, including any identified significant deficiencies and violations of Regulation 11. The assistance provided was very helpful and is greatly appreciated. Table 1 identifies the parties present during the sanitary survey.

**Table 1: Parties Present**

Name	Organization
Mike Murphy and Kiel Canterbury	Ramey Environmental Compliance, Inc. Greatrock North Water and Sanitation District
Kit Armstrong	Colorado Department of Public Health & Environment

In response to this letter, the supplier must provide a written response, documenting resolution of all significant deficiencies and violations, and/or propose a corrective action plan with a corrective action schedule, as required by Regulation 11, Section 11.38(3)(d,f). Also, for findings that are violations of Regulation 11, the supplier must comply with the public notification requirements described in Section V, below. The supplier’s written response is due within forty-five (45) days and should be submitted to the department electronically through the drinking water portal at <https://wqcdcompliance.com/login> under the category “Sanitary Survey Inspection.” If a corrective action plan is proposed, it must outline the course of action that has been or will be taken and the date(s) of the completed corrective action(s) and/or the date(s) by which the supplier proposes to correct each significant deficiency and violation of Regulation 11. Table 2 summarizes the number of findings and the required written response and resolution dates.

**Table 2: Sanitary Survey Findings**

Severity Category	Number Identified	Written Response Due (within 45 days of letter date)	Resolution Due (within 120 days of letter, or department-approved alternate date)	Public Notice Required (Violations of Regulations 11)
Significant Deficiencies	2	March 24, 2023	June 7, 2023	Not required
Violations	3	March 24, 2023	June 7, 2023	Required
Observations - Recommendations	4	No response required	Not applicable	Not applicable

Failure to adequately address all significant deficiencies referenced above may result in additional violations of Regulation 11. A list of the findings for each category in Table 2 can be found in the following sections:



## **Section I: Significant Deficiencies**

According to Regulation 11, Section 11.3(72), a significant deficiency means:

*any situation, practice, or condition in a public water system with respect to design, operation, maintenance, or administration, that the state determines may result in or have the potential to result in production of finished drinking water that poses an unacceptable risk to health and welfare of the public served by the water system.*

The items in this category are significant deficiencies. Please direct questions regarding resolution of the following items to the department inspector. Please submit documentation regarding resolution to the drinking water portal at <https://wqcdcompliance.com/login> under the category "Sanitary Survey Inspection."

### **1. S030 - Source: UKA-2 Well (SDWIS ID: 006)**

*Source Construction:* Supplier's groundwater well does not provide adequate protection of source water.

During the sanitary survey, the department inspector observed that the access panel for the well's electrical junction box was not adequately sealed (Attachment 1). This condition is a potential entrance for contaminants into the well. Having a well subject to contamination constitutes a risk to public health which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) and must be corrected. Section 3.2.1.a of the Colorado Design Criteria for Potable Water Systems states that all wells must be constructed in accordance with the latest edition of the Rules and Regulations for Water Well Construction, Pump Installation, Cistern Installation, and Monitoring and Observation Hole/Well Construction (Water Well Construction Rules, 2 CCR 402-2). Rule 11.5 of the Water Well Construction Rules states that all pumping equipment shall be installed with an effective well seal at the top of the casing that will prevent the entry of contaminants into the well and shall be designed to prevent unprotected openings from connecting with the interior of the pump or well.

To correct this issue, the supplier is expected to completely seal the electrical conduit and junction box to eliminate unprotected openings into the well. Please provide photographic documentation to the department following completion of the corrections.

### **2. F310 - Finished Water Storage: Greatrock North Tank (SDWIS ID: 009)**

*Storage Condition:* The condition of the storage structure may allow potential sources of contamination to enter the tank.

At the time of the sanitary survey, the department inspector observed that portions of the gasket on the framed opening of the tank access hatch appeared to provide an inadequate sanitary seal. This condition could allow the entrance of contaminants such as insects, birds and small animals into the tank. Maintaining a tank in a manner that may allow for potential contamination of potable water presents a risk to public health which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) and must be corrected.

To correct this issue, the supplier is expected to restore an adequate sanitary seal to the tank access hatch. Please submit photographic evidence of the correction(s) to the department inspector upon completion.

## **Section II: Violations**

The items in this category are violations of Regulation 11. Violations remain open until the supplier demonstrates the violations are resolved. Please direct questions regarding resolution of the following items to the department inspector. Please submit documentation regarding resolution to the drinking water portal at <https://wqcdcompliance.com/login> under the category "Sanitary Survey Inspection."

### **1. M613 - Management:**

*Failure to Complete an Annual Backflow Report (T3):* Supplier failed to develop a written annual backflow prevention and cross-connection control (BPCCC) program report. This is a BPCCC violation of Regulation 11, Section 11.39(6)(b)(iii).

In accordance with Regulation 11, Section 11.39(4), suppliers of water must complete annual written BPCCC program reports. The department inspector reviewed the supplier's annual written program reports and observed that an annual report had not been completed for calendar year 2021, which constitutes a BPCCC violation of Regulation 11, Section 11.39(6)(b)(iii). Following the sanitary survey, the supplier submitted a completed annual written BPCCC program report for calendar year 2022. The department considers this issue resolved, and no further action is needed. However, public notice is still required.

This violation of Regulation 11 requires Tier 3 public notice in accordance with Regulation 11, Section 11.33 (Public Notification Rule) as directed in the public notice instructions section below.

## **2. M614 - Management:**

*Backflow Assembly Testing Compliance Ratio (T2):* Supplier has not met the annual backflow assembly testing compliance ratio. This is a BPCCC treatment technique violation of Regulation 11, Section 11.39(6)(a)(iv).

In accordance with Regulation 11, Section 11.39(3)(d), suppliers of water must ensure that backflow prevention assemblies used to control cross-connections are tested annually by a certified cross-connection control technician and must achieve the backflow prevention assembly annual testing compliance ratios specified in Regulation 11, Table 11.39-II. For calendar years 2021 and 2022, the backflow prevention assembly annual testing compliance ratio must be greater than 0.90.

During the sanitary survey, the supplier's methods for tracking annual assembly testing and the backflow prevention assembly annual testing compliance ratio were evaluated by the department inspector. The department inspector observed that the supplier's assembly test records for calendar years 2021 and 2022 were incomplete. The available records indicate that the supplier achieved assembly testing compliance ratios of 0.60 in 2021 and 0.67 in 2022. The supplier could not demonstrate achievement of the backflow prevention assembly annual testing compliance ratios by the previous compliance dates, which constitutes a BPCCC treatment technique violation in accordance with Regulation 11, Section 11.39(6)(a)(iv). The department expects the supplier to meet the backflow prevention assembly testing annual compliance ratio requirements.

To resolve this violation, the department expects the supplier to submit an annual BPCCC program report demonstrating compliance with the annual backflow assembly testing ratio, along with the associated assembly test reports. Additional information on cross-connection control is available on the department's website at: <https://cdphe.colorado.gov/bpccc>.

This violation of Regulation 11 requires Tier 2 public notice in accordance with Regulation 11, Section 11.33 (Public Notification Rule) as directed in the public notice instructions section below.

## **3. M611 - Management:**

*Failure to Comply with Assembly Testing Requirements (T2):* Supplier failed to test assemblies that were not tested in the previous year within 90 days of their active date in the current year or within a department-approved alternative schedule. This is a BPCCC treatment technique violation of Regulation 11, Section 11.39(6)(a)(vi).

In accordance with Regulation 11, Section 11.39(3)(d)(ii), for each backflow prevention assembly not tested during the previous calendar year, the supplier must ensure the assembly is tested no later than 90 days after the active date of the assembly in the following calendar year or by a department-approved alternative schedule. During the sanitary survey, the department inspector evaluated the supplier's assembly test reports and records. The department inspector observed that the supplier's assembly test records for calendar years 2021 and 2022 were incomplete. The supplier was unable to demonstrate that two assemblies (a hydrant meter and an irrigation meter) were tested in 2021; the supplier was also unable to demonstrate that the assemblies had been tested, that service was suspended or that the cross-connections had been removed within 90 days after the assemblies' active dates in 2022. This constitutes a BPCCC treatment technique violation in accordance with Regulation 11, Section 11.39(6)(a)(vi).

To resolve this violation, the department expects the supplier to ensure that the two assemblies are tested by a certified cross-connection control technician, that service is suspended or that the cross-connections are

removed. Please submit assembly test reports or documentation that service has been suspended or that the cross-connections have been removed to the department upon completion.

This violation of Regulation 11 requires Tier 2 public notice in accordance with Regulation 11, Section 11.33 (Public Notification Rule) as directed in the public notice instructions section below.

### **Section III: Observations/Recommendations**

The department recommends the supplier follow up and consider the following observations/recommendations. Please direct questions regarding any of the items below to the department inspector.

#### **1. S030 - Source: ALV-1 Well (SDWIS ID: 016)**

*Source Construction:* Recommendation for supplier's groundwater well to provide adequate protection of source water.

During the sanitary survey, the department inspector observed that three bolts were missing from the well cap (Attachment 3). The department inspector did not observe a potential entrance for contaminants into the well. Nevertheless, the department recommends that the supplier replace the missing bolts and tighten the existing bolts to ensure an adequate well cap seal and to prevent contamination of the well.

#### **2. F330 - Management:**

*Storage Tank Inspection Plan:* Finished water storage tank inspection plan observation.

In accordance with Regulation 11, Section 11.28(2)(a), suppliers of water are required to develop and maintain a written inspection plan for finished water storage tanks. At the time of the sanitary survey, the department inspector and the supplier discussed the supplier's written inspection plan and inspection summaries. The department inspector observed that the supplier was implementing the finished water storage tank inspection plan, but that corrective actions performed by the supplier were not clearly documented. The department recommends that the supplier develop a procedure for clearly documenting how and when corrective actions are performed after sanitary defects are identified during periodic and/or comprehensive inspections. The supplier should retain the documentation so that it is available for review during sanitary surveys or upon the department's request.

#### **3. T995 - Treatment: New Box Elder Creek Ranch WTP (SDWIS ID: 020)**

*Other Treatment Observations:* Department inspector identified a treatment observation.

During the sanitary survey, the supplier and the department inspector discussed operations and maintenance procedures for the new reverse osmosis (RO) skids. The supplier indicated that clean-in-place (CIP) maintenance had not been performed on the RO skids to date but that CIPs will be performed on an as-needed basis by the RO skid manufacturer, and the manufacturer will determine the necessity of CIPs based on operational data that is provided by the supplier on a periodic basis. The department inspector observed that the supplier's operating plan for delegation of tasks contained out-of-date information; specifically, the operating plan stated that the supplier, not the manufacturer, determines CIP necessity based on pressure differentials.

The department recommends that the supplier review and revise the written operating plan for the treatment facility as needed. The supplier should develop a written procedure for periodic submittal of data to the RO skid manufacturer and for scheduling and performing CIPs. The department recommends that the supplier document all RO skid maintenance activities, including prefilter cartridge replacements and CIPs, in existing process log sheets. Additionally, prior to any CIP maintenance, the department recommends that the supplier verify the configuration of block and bleed valves that will be used to protect the RO skid permeate from CIP chemicals. The block and bleed valves should be verified as a cross-connection control method during CIPs and should be tracked and documented in the supplier's BPPCC program and annual program reports as appropriate.

#### **4. O997 - Operator:**

*Other Operator Compliance Observations:* Department inspector identified an operator compliance observation.

Regulation 100 (Water and Wastewater Facility Operators Certification Requirements) allows the certified operator in responsible charge of a water or wastewater facility to delegate tasks or activities to other facility operators when delineated by a written operating plan. In accordance with Regulation 100, the supplier's water system is classified as a Level C drinking water treatment system and a Level 2 distribution system. At the time of the sanitary survey, the department inspector reviewed the supplier's operating plan for delegation of tasks and noted that the document identified "all level D treatment or level 1 distribution certified operators or higher" as authorized person(s) for delegated tasks. The department recommends that the supplier review the delegation plan and revise if necessary to ensure it reflects the supplier's intent regarding how and to whom tasks are delegated. More information regarding operating plans is available at: <https://cdphe.colorado.gov/ccwp-written-delegation-plan>.

#### **Section IV: Field Verification/Sampling**

While performing the sanitary survey, the department inspector performed water quality sampling for disinfectant residual concentrations. Table 3 indicates the results of the water quality sampling performed on-site.

**Table 3: Sampling Results**

Parameter	Sample Location	Value	Units	Notes
Entry Point Disinfectant Residual	Box Elder Creek Tank No 1 (SDWIS ID: 011)	1.28	mg/L	Supplier measured 1.28 mg/L
Distribution System Disinfectant Residual	Greatrock North Pump Station	1.06	mg/L	

#### **Section V: Public Notification Instructions for Violations**

The public notice requirements are dependent upon the severity of the violation and any potential public health effects, pursuant to Regulation 11, Sections 11.33(1)(a,b), 11.33(2)(a), 11.33(3)(a) and 11.33(4)(a). All issued notifications must comply with the general content and distribution requirements and notice reporting requirements that are included in Regulation 11, Sections 11.33(5), (6) and (7). Please be advised of the following:

1. For all violations that require Tier 2 public notice, the supplier must distribute the public notice as soon as possible but no later than **March 9, 2023** to all of the supplier's consumers. If the supplier posts the public notice, the notice must remain in place for as long as the violation persists or for seven days, whichever is longer. The supplier must repeat the distribution of the public notice every three months as long as the violation persists. If the violations remain unresolved and additional years of noncompliance occur, the supplier must continue to comply with the public notice requirements and update the public notice language to accurately reflect the period of noncompliance.
2. For all violations that require Tier 3 public notice, the supplier must distribute the public notice as soon as possible but no later than **February 7, 2024** to all of the supplier's consumers. If the supplier posts the public notice, the notice must remain in place for as long as the violation persists or for seven days, whichever is longer. The supplier must repeat the distribution of the public notice annually as long as the violation persists. If the violations remain unresolved and additional years of noncompliance occur, the supplier must continue to comply with the public notice requirements and update the public notice language to accurately reflect the period of noncompliance.
3. The public notice and certification template is provided at <https://cdphe.colorado.gov/dwforms> under Public Notification.
4. No later than 10 calendar days after completing the initial and repeat public notice (if applicable), the supplier must submit a certification that states the supplier has fully complied with the public notice requirements. The supplier must include a representative copy of each distributed notice to the department.

5. The supplier's public notice and the certification form must be submitted to the department electronically through the drinking water portal at <https://wqcdcompliance.com/login> under the category "Certifications - PN or CCR or Seasonal Start-Up," by mail or by fax at 303-758-1398 (attention to Tim Jones).

Please direct questions regarding the public notice requirements directly to Tim Jones at 303-692-2085 or [timothy.jones@state.co.us](mailto:timothy.jones@state.co.us).

### **Reminders**

- Regulation 11, Section 11.4(1)(b) (Prior Approval Required) requires the department's approval prior to commencement of construction of any improvements, treatment process modifications or the addition of new water sources.
- Most regulations, guidance documents and forms are available on the department's website at <https://wqcdcompliance.com>.

Attached is a form that the supplier may use to document the required written response to this letter. While using this form is optional, it will fulfill the requirement to provide a written response if completed and submitted to the department by the written response due date listed above. Please submit written response to the drinking water portal at <https://wqcdcompliance.com/login> under the category "Sanitary Survey Inspection."

We would appreciate any feedback that you provide so that we can improve. Please take a few moments to complete [this survey](#).

If you have any questions, please contact me at 720-295-0301 or [kit.armstrong@state.co.us](mailto:kit.armstrong@state.co.us). Thank you for your time and cooperation.

Sincerely,

**Kit Armstrong**

Digitally signed by Kit  
Armstrong  
Date: 2023.02.07 10:04:41  
-07'00'

Kit Armstrong  
Staff Field Engineer  
Field Services Section  
Water Quality Control Division  
Colorado Department of Public Health & Environment

Encl: Sanitary Survey Response Form

cc: Adams County Health Department  
Drinking Water File, PWSID No. CO0101063  
R Wayne Ramey, ORC  
Mike Murphy, Vice President of Operations  
Kiel Canterbury, Regulatory Compliance Officer  
Clayton Moores, P.E., CDPHE-FSS, Unit Manager  
Ellen Henrichs, P.E., CDPHE-FSS, Work Group Lead  
Tim Jones, CDPHE-DWCAS, Field Identified Violation Compliance Specialist  
Emily Clark, CDPHE-DWCAS, Enforcement & Field Findings Compliance Lead  
Jorge Delgado, P.E., CDPHE-DWCAS, Unit Manager  
Tessa Johnson, CDPHE-DWCAS, Compliance Specialist

**Attachments**



**Attachment: 1**

**Severity:** Significant Deficiency No. 1 (S030)

**Facility ID:** UKA-2 Well (SDWIS ID: 006)

**Category:** Source Construction

**Attachment Comments:** The access panel for the well's electrical junction box was not adequately sealed.





**Attachment:** 2

**Severity:** Significant Deficiency No. 2 (F310)

**Facility ID:** Greatrock North Tank (SDWIS ID: 009)

**Category:** Storage Condition

**Attachment Comments:** Portions of the gasket on the framed opening of the tank access hatch appeared to provide an inadequate sanitary seal.



**Attachment:** 3

**Severity:** Observation No. 1 (S030)

**Facility ID:** ALV-1 Well (SDWIS ID: 016)

**Category:** Source Construction

**Attachment Comments:** During the sanitary survey, three bolts were missing from the well cap (circled in red). The department recommends that the supplier replace the missing bolts and tighten the existing bolts to ensure an adequate well cap seal and to prevent contamination of the well.

## Sanitary Survey Response Form

In accordance with Section 11.38(3) of the *Colorado Primary Drinking Water Regulations (Regulation 11)*, "No later than 45 days after receiving written notice of significant deficiencies and/or violations, the supplier must submit a written corrective action plan to the Department for approval. The corrective action plan must include the actions the supplier will take to address the significant deficiencies and/or violations and a proposed schedule for completing the actions."

Please note that this form is intended to help the supplier submit information required in Section 11 of Regulation 11. Use of the form is **not required**. Please provide documentation of any corrective actions taken (e.g., monitoring plan submitted on 1/2/2014, mesh screen fixed photo is attached).

Supplier and Sanitary Survey Information	
Supplier Name	
PWSID	
Date of Sanitary Survey Letter	
Department Inspector Name	

Brief description of deficiency or violation	Describe the corrective action(s) taken or corrective action(s) that your system plans to take	Date addressed or proposed schedule	Documentation attached (photos, documents)?

Brief description of deficiency or violation	Describe the corrective action(s) taken or corrective action(s) that your system plans to take	Date addressed or proposed schedule	Documentation attached (photos, documents)?

Typed Name and Title	Signature	Date