

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD JUNE 1, 2021

A special meeting of the Board of Directors (referred to hereafter as “Board”) of the Greatrock North Water and Sanitation District (referred to hereafter as “District”) was convened on Tuesday, June 1, 2021 at 4:30 P.M. Due to COVID-19, the meeting was conducted via video conference – Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors in Attendance:

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

Absent and excused was Director Dave Lozano.

Also in Attendance Were:

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

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board’s review and approval a proposed Agenda for the District’s special meeting. Following discussion, upon a motion duly made by Director Fleck, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Agenda as amended and excused the absence of Director Lozano.

Board of Director’s Report: Director Wyckoff summarized recent efforts made by Bryan Dalrymple with Ramey Environmental Compliance, Inc, to troubleshoot his water pressure issues. Mr. Dalrymple removed and inspected the water meter and reinstalled it. This effort has corrected the water pressure issues at Director Wyckoff’s home. Director Wyckoff extended his appreciation to Mr.

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Dalrymple for his efforts.

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

CONSENT AGENDA

The Board considered the following actions:

1. Approve the Minutes of the May 4, 2021 special meeting.
2. Ratify approval of the payment of claims for the period ending May 24, 2021 in the amount of \$60,217.80.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending April 30, 2021 and Inclusion Summary.
6. Ratify approval of the 3rd Addendum to Construction Management Agreement with Element Engineering, LLC.

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

FINANCIAL MATTERS

None.

ENGINEER'S REPORT

The Board reviewed the Engineer's Report. A copy of the report is attached hereto and incorporated herein by this reference.

Mr. Murphy commented on recent efforts to determine the cause of the high total dissolved solids (TDS) in the water supply. He will contact Earl Young at Worth Hydrochem and schedule a meeting with him to inspect the membranes and system for possible causes. If it is determined that the membranes need to be replaced, Mr. Murphy will solicit a proposal. Upon a motion duly made by Director Rogers, seconded by Director Fleck and, upon vote, unanimously carried, the Board approved the replacement of the membranes, if needed.

CAPITAL PROJECTS UPDATES:

Third Alluvial Well: No new updates to report.

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

Water Meter Upgrade Project: Ms. Johnson reported that she will begin billing customers in Rocking Horse Farms that have not replaced their meters

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for the monthly fee of meter reading services beginning in July.

OPERATIONS / MAINTENANCE MATTERS

Operator in Responsible Charge (ORC) Report: Mr. Murphy presented his report and noted that Inland Potable began the tank cleaning and inspections this week and the work is progressing nicely with the inspections. He also mentioned that he recently began to experience issues with the SCADA system making random callouts and then was unable to remotely log in to the system. He is working with Timber Line Electric and Control Corp. to troubleshoot the issues. A copy of the report is attached hereto and incorporated herein by this reference.

LEGAL MATTERS

Country Club Ranchettes #2 Petition for Inclusion and Inclusion Agreement: Ms. Johnson reported that the property owner notified her that he is withdrawing his petition for inclusion.

Legislative Matters from 2021 Session: Attorney Tanaka provided an update on the 2021 legislation that is being considered this legislative session related to special districts. Once the session has ended, she will provide a memo to the Board summarizing the legislation passed that will affect the District.

OTHER BUSINESS

Status of Homestead Heights/Country Club Ranchettes #1: No new updates to report.

Status of Hayesmount Estates: No new updates to report.

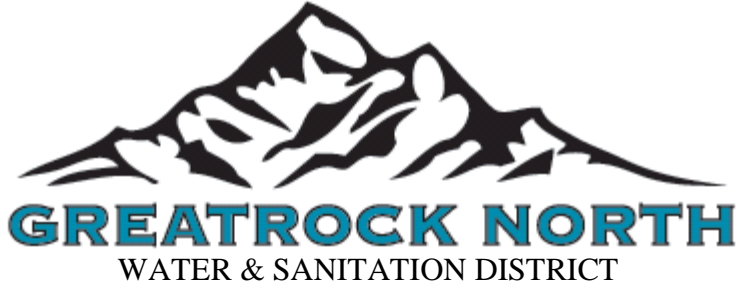
Status of Ridgeview Estates: No new updates to report.

Evaporation Pond:

Status of Condemnation Efforts: Ms. Johnson provided a summary of the condemnation efforts to date.

Status of Request for Proposals from Qualified Engineering Firms to Finish the Design, Engineering and Construction Management of the Evaporation Pond: Ms. Johnson provided an update on the effort and direction she received since the last Board meeting related to soliciting interest from a qualified engineer to complete the pond project. She summarized her efforts to obtain a summary of the work completed from MMI Water Engineers, LLC.

Director Wyckoff then summarized his efforts in working with Director Fleck and Ms. Johnson regarding the same. He also discussed with the Board a recent conversation he had with Mr. Marcotte regarding his interest in providing additional engineering services to the District as well as his direction to Ms. Johnson to send a demand letter to MMI Water Engineers, LLC for the pond files. Ms. Johnson noted that the files related



Date: June 28, 2021
To: Greatrock North Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: July 6, 2021 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Approve the Minutes of the June 1, 2021 special meeting.
2. Ratify approval of the payment of claims for the period ending June 30, 2021.
3. Operations and Maintenance Activities Report.
4. Review meter installation report.
5. Acceptance of cash position schedule, property tax schedule and unaudited financial statements for the period ending May 31, 2021 and inclusion summaries.
6. Ratify approval of 2nd Addendum to Independent Contractor Agreement with Worth Hydrochem for membrane replacements.
7. Final acceptance of the Rocking Horse Farms Pump Station Improvements Project.

I recommend approval of the consent agenda items.

III.A. 2020 Audit

I received notification from the District's Accountant that an extension of time to file the 2020 audit will be needed. The form is included in the packet for review and execution.

I recommend approval of the request for an extension to file the 2020 audit.

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

Updates provided in the Engineer's Report.

VII.B. Hayesmount Estates

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

VII.C. Ridgeview Estates

Updates provided in the Engineer's Report.

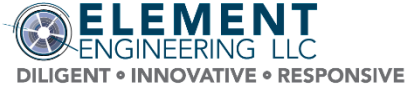
Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic has reviewed the May resume and did not find any cases he recommends the District oppose.

Update on other District Related Matters and/or Committee Meetings

Directors Wyckoff, Rogers and I met with Mr. Marcotte and Mr. Hager to begin the onboarding process for general engineering services. The meeting went well and was very productive. Director Wyckoff, Mr. Marcotte and I will be attending a weekly call to discuss work in progress.

In addition, we have a meeting scheduled on June 30, 2021 with REC to continue discussions related to onboarding Element Engineering.



ENGINEER'S PROGRESS REPORT

Date: July 6, 2021
To: Greatrock North Water and Sanitation District
From: Element Engineering
Job No. 0041.0001
RE: Monthly Engineers Report – **New Items Bold**

CAPITAL PROJECTS:

1. Water Treatment Plant Improvements - Construction

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

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

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

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

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

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

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.

3. Third Alluvial Well

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

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 10th. An additional onboarding meeting with REC has been scheduled on June 30th at REC offices. We have received all electronic and hard copy files from MMI and have reviewed them to determine the sum of available records.

1. Box Elder Creek Ranch Subdivision

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

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 (see attached).

3. Greatrock North Subdivision

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

4. Hayesmount Estates Subdivision

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

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 has coordinated with REC and recommends initial acceptance

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 week of July 5th or July 12th 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.

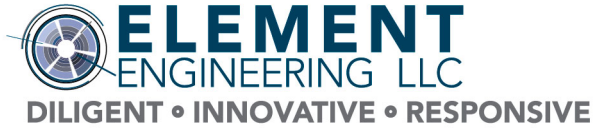
Element will discuss construction observation and management roles and responsibilities with REC and CLA to clearly define task responsibility between each entity.

2. Country Club Ranchettes Filing No. 2

Nothing to report.

3. Ridgeview Estates

Nothing to report.



June 17, 2021

Ms. Lisa Johnson, District Manager
Greatrock North Water and Sanitation District
370 Interlocken Boulevard, Suite 500
Broomfield, CO 80021

RE: Rocking Horse Farms Pump Station Improvements - Final Acceptance

Dear Mr. Johnson:

Quantum Pump and Controls (Quantum) completed the Rocking Horse Farms Pump Station Replacement Project on July 22, 2020. All equipment has performed as designed and intended since startup as confirmed by the district's operations contractor Ramey Environmental Compliance, Inc.

It is recommended that the district board approve final acceptance of the project. As the project was completed using the district's Independent Contractor Agreement, no final acceptance form will be provided to Quantum. When the district's board approves final acceptance, Element will notify Quantum by email that the project is officially closed out.

Attached to this email is the Final Payment Recommendation (MMI Water Engineers, September 9, 2020) and the Quantum final invoice.

Please contact me at nmarcotte@elementengineering.net or at 303.378.2969 with any questions or concerns.

Sincerely,

ELEMENT ENGINEERING



Nicholaus P. Marcotte, P.E.
President



September 9, 2020

Ms. Lisa Johnson, District Manager
 Greatrock North Water and Sanitation District
 370 Interlocken Boulevard, Suite 500
 Broomfield, Colorado 80021
 (via e-mail: lisa.johnson@claconnect.com)

Re: Final Payment Recommendation – Rocking Horse Farms Pump Station Improvements

Dear Ms. Johnson:

In accordance with your request, I have reviewed Invoice 10188, dated July 28, 2020 and received by MMI Water Engineers on September 1, 2020, including the accompanying Final Summary, dated July 22, 2020. I recommend the Greatrock North Water and Sanitation District issue final payment in the amount of \$11,842.25 to Quantum Pump & Controls.

Item	Contracted Amount	Percent Complete	Previously Paid	Amount Approved
Goulds 22SV3 ESV 7.5-horsepower 3-stage pump, motor, and drive, including manifold modifications	\$27,968.00	100%	\$16,125.75	\$11,842.25
High Service Pump Variable Frequency Drive	\$5,867.00	100%	\$5,867.00	\$0.00
Totals	\$33,835.00	100%	\$21,992.75	\$11,842.25

The project was completed on July 22, 2020 and I have scheduled a warranty inspection for June 22, 2021. Should you have any comments or questions, please contact me at 720-234-8398.

Sincerely,

MMI WATER ENGINEERS, LLC

A handwritten signature in blue ink, appearing to read "A. Simons", with a long horizontal flourish extending to the right.

Bradley A. Simons, P.E.
 Principal

cc: Sherry Cass (via e-mail: sherry.cass@quantumpump.net)

Quantum Pump & Controls

PO BOX 698
 HENDERSON, CO 80640-0698
 (720) 712-1601

**INVOICE**

BILL TO	SHIP TO	INVOICE	10188
Greatrock North Water & Sanitation District	Greatrock North Water & Sanitation District	DATE	07/28/2020
141 Union Blvd	141 Union Blvd	TERMS	Net 30
Lakewood, CO 80228	Lakewood, CO 80228	DUE DATE	08/27/2020

PO #	JOB NAME / NUMBER	COMPLETION DATE
Signed Agreement	Rocking Horse #4 Pump	7/22/2020

DESCRIPTION	QTY	RATE	AMOUNT
Rocking Horse Farms Pump Station Expansion Partial Billing - 45% (Final)			
Qty (1) Goulds, 22SV3, ESV, 7.5hp, 3 Stage Pump End 210TC Design Point: 150TDH Boost @ 120gpm Pump SN: G2006767 Motor SN: F1802195251	1	11,842.25	11,842.25

Qty (1) VACON 100X VFD, designed specifically to control pumps such as the Goulds ESV Vertical Multistage Pump. (7.5hp, 460vac) * Pressure Transducers Included with VACON Pump System
 VFD SN: M194000332

Valves / Fittings and accessories needed for piping the new pump into the existing manifolds on site. Material to be used is SCH80 PVC except for a couple of transition fittings which will be stainless steel.

Power Distribution: This will be modified so that one bucket is now supplying power to a stand alone distribution panel that will have individual circuit protection for each of the four VFD's that drive the main duty pumps. This will provide space within the existing MCC for future components.

High Service Pump, 60hp, Variable Frequency Drive to include isolated pressure transducer for PID feedback. The High Service Pump has always been placed on a temporary VFD while station modifications were being made in the past. We have decided to include this into the newest upgrade as this will allow for a backup system to be in place at all times. It will function as it always has. However, in the event something goes wrong with the primary duty pumps, this will take over until the system gets back on its feet.
 VFD SN: V00002671534

THANK YOU FOR YOUR BUSINESS!

BALANCE DUE

\$11,842.25



10750 Irma Drive, Unit #4

Northglenn, CO 80233

720-712-1601

GREATROCK NORTH WATER & SANTIATION DISTRICT
ROCKING HORSE FARMS PUMP STATION EXPANSION

Final Summary as of July 22, 2020

7/22/2020:

- Installed the new Goulds 22SV3, 3 Stage Pump and Motor
- Finished the piping for the pump discharge
- Made final parameter adjustments on the VFD
- Test ran and tuned system to verify proper operation
- Project is completed



Greatrock North Water & Sewer District

ORC Report

July 6, 2021

RO Membrane Skid Repairs

Worth Hydrochem was onsite to perform an assessment of the RO treatment skid on 6/24/21. Hydrochem's assessment confirmed the RO membranes need replacement to improve water quality and prevent damage to the RO treatment skid and piping. Hydrochem is recommending the RO system be bypassed until the membranes can be replaced. Hydrochem is also recommending time be spent on troubleshooting and rehabilitating the current RO controller to help maintain consistent performance until the new RO treatment system is operational. At Hydrochem's recommendation the RO treatment skid is currently being bypassed until the membranes can be replaced or the new RO treatment skid is operational. Hydrochem has submitted a proposal for membrane replacement and controller troubleshooting.

SCADA Control Issues

The week of 6/7/21 the automatic fill sequencing for the RHF and GRN tanks began malfunctioning. At the same time remote connectivity, alarm notification and historical trending was lost. It is unknown at this time to exactly caused these issues, but the nature of the problems suggests an electrical event. REC worked with TLECC to resolve the issues for over the course of the week but was unable to get the tank fill issues corrected. TLECC determined the remote connectivity and alarm notification issues to be caused by issues with the phone line. CenturyLink was able to get the remote connectivity issue corrected right away however multiple site visits and phone line replacements were required to get alarm notifications re-established.

During this timeframe REC manually operated the filling of the GRN and RHF tanks and continually monitored the system remotely until alarms were re-established. As a result of the loss of automatic control and alarm notifications there were two tank overflows at the RHF tank site during this time frame.

REC also worked with HOA Solutions to attempt to repair the SCADA control issues. Working with HOA the automatic fill of the RFH and GRN tanks has been re-established as well as historical trending. The repairs made are only temporary and will require an integrator to be onsite to further diagnose. REC will coordinate with HOA or another local integrator for a site visit to further troubleshoot the automatic SCADA controls.

Storage Tanks Inspections

The contract has been awarded to Inland Potable for the comprehensive cleaning and inspection of all storage tanks. REC will work with Inland Potable on scheduling and coordination of inspections.

Update – The comprehensive cleaning and inspection for all tanks was completed the week of 5/30/21. At this time no major issues were found by Inland Potable. Once the full report is received REC will review and coordinate any recommendations made by Inland Potable.

Certificate Of Completion

Envelope Id: 6F5AD7E73DB64DF0A27444685B38106F	Status: Completed
Subject: Please DocuSign: Minutes - 06-01-2021 - Special Mtg (executed).pdf	
Client Name: Greatrock North WSD	
Client Number: 011-046103-OS00-2021	
Source Envelope:	
Document Pages: 15	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Cindy.Jenkins@claconnect.com
	IP Address: 73.169.83.196

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Status: Original	Holder: Cindy Jenkins	Location: DocuSign
7/8/2021 12:49:46 PM	Cindy.Jenkins@claconnect.com	

Signer Events

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

Signature

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/8/2021 12:51:02 PM
Certified Delivered	Security Checked	7/8/2021 1:24:47 PM
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