

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD SEPTEMBER 7, 2021

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, September 7, 2021 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:

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

Also in attendance were:

Lisa A. Johnson, Rebecca Gianarkis and Janece Soendker; CliftonLarsonAllen LLP (“CLA”)
Mike Murphy; Ramey Environmental Compliance, Inc.
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 Fleck, Wyckoff, Rogers, Lozano and Polliard each confirmed that they had no conflicts of interest in connection with any of the matters listed on the Agenda.

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

Board of Director’s Report: Director Wyckoff provided an update on actions taken since the last Board meeting. He informed the Board that during Ms. Johnson’s absence, he notified consultants that he should be contacted for any time sensitive issues.

Director Wyckoff provided a summary of the conversations he had with Mr.

RECORD OF PROCEEDINGS

Marcotte regarding the installation of fire hydrants in County Club Ranchettes Filing No. 1.

Director Wyckoff summarized his conversations with Mr. Marcotte regarding alternate locations of the third pond as well as some survey work that he has approved related to that.

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

CONSENT AGENDA

The Board considered the following actions:

1. Approve the Minutes of the August 3, 2021 special meeting.
2. Ratify approval of the payment of claims for the period ending August 27, 2021 in the amount of \$58,548.15.
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 July 31, 2021 and Inclusion Summary.

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

2020 Audit: Ms. Soendker presented the draft 2020 Audit to the Board. Following review and discussion, upon a motion duly made by Director Rogers, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board accepted the 2020 Audit, subject to a clean opinion letter from the auditor, and authorized the execution of the representations letter.

ENGINEER'S REPORT

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

CAPITAL PROJECTS UPDATES:

Third Alluvial Well: No new updates to report.

Evaporation Pond: Mr. Marcotte discussed the current location of the proposed pond as well as an alternate location and the pros and cons of each. He is having some additional survey work completed to complete his analysis for presentation to the Board.

Status of Condemnation Efforts: Mr. Marcotte is working to finalize the easement exhibit for transmission to the attorney.

RECORD OF PROCEEDINGS

Reverse Osmosis Treatment Facility: The Engineer's Report included updates on the Reverse Osmosis Treatment Facility.

OPERATIONS /
MAINTENANCE
MATTERS

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

Letter from Ramey Environmental Compliance, Inc. Effective as of December 31, 2021: The Board reviewed the letter.

LEGAL MATTERS

None.

OTHER BUSINESS

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

Status of Hayesmount Estates: No new updates to report.

Status of Ridgeview Estates:

Correspondence from Mr. Moore Requesting Release of Lien on Property: The Board discussed the request at length. They determined that it is in the best interest of the District to not approve the request to release the lien on the properties in Ridgeview Estates as the lien provides the best assurance that all system development fees will be collected. Ms. Johnson will notify Mr. Moore of the Board's decision.

Resident Request for Waiver of Water Fees Related to First 10,000 Gallons of Water Used to Establish Sod: The Board discussed the request from Ms. Greer. Director Polliard was able to resurrect the policy that was in place related to the ability for residents to apply for an irrigation permit which allowed them the use of water to establish landscaping to be charged at the lowest tiered rate for the first 35,000 gallons used.

The Board discussed the information shared and determined the current rate structure allows residents the same opportunity to establish landscaping for water billed at the lowest tiered rate up to 40,000 gallons. Therefore, the request from Ms. Greer was denied, and the Board directed Ms. Johnson to communicate the information and the Board's decision to Ms. Greer.

COMMUNITY
COMMENTS

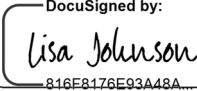
None.

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 Lozano and, upon vote, unanimously carried, the meeting was adjourned at 6:19 p.m.

RECORD OF PROCEEDINGS

Respectfully submitted,

By  _____
Secretary for the Meeting



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

Agenda Action Items

II.A. Consent Agenda

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

I recommend approval of the consent agenda items.

III.A. 2020 Audit

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

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

Updates provided in the Engineer's Report.

VII.B. Hayesmount Estates

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

VII.C. Ridgeview Estates

Updates provided in the Engineer's Report.

VII.C.1. Lien Release Request

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

VII.D. Resident Request to Waive Water Fees

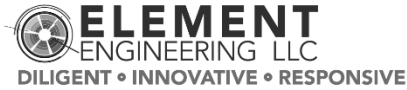
Ms. Sherry Greer recently contacted me regarding a request to waive the first 10,000 gallons of water used in order for her to establish new sod. She recalls this was a policy when she moved into her home several years ago.

Review of monthly Water Resumes and Other Water Related Matters

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

Update on other District Related Matters and/or Committee Meetings

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



ENGINEER'S PROGRESS REPORT

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

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.

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

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

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

2. Concentration Evaporation Pond

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

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

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

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

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

3. Third Alluvial Well

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

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

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

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

GENERAL ENGINEERING – ADMINISTRATION

Element has been coordinating closely with CLA to onboard general engineering services. Element, CLA and GNWSD held an initial onboarding meeting at Element offices on June 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.

No work this period.

2. Rocking Horse Farms Subdivision

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

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

No work this period.

3. Greatrock North Subdivision

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

No work this period.

4. Hayesmount Estates Subdivision

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

No work this period.

GENERAL ENGINEERING – OPERATIONS

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

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

DEVELOPMENT SERVICES

1. Country Club Ranchettes Filing No. 1

Element has contacted Jay Scolnick and his contractor (Three Sons Construction) to set up a pre-construction meeting. The meeting is tentatively scheduled to be held onsite during the weeks of July 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.

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

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

2. Country Club Ranchettes Filing No. 2

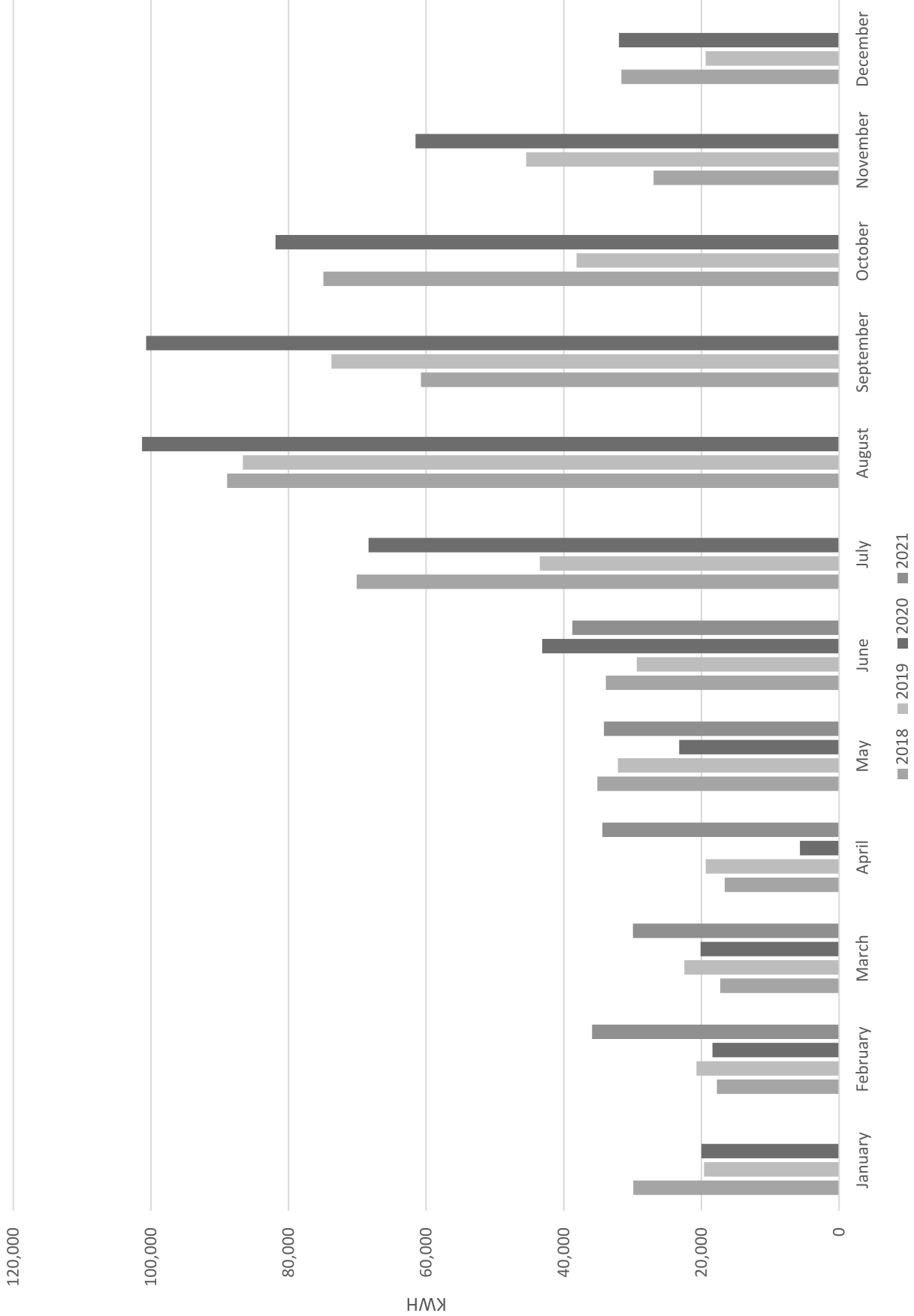
No work this period.

3. Ridgeview Estates

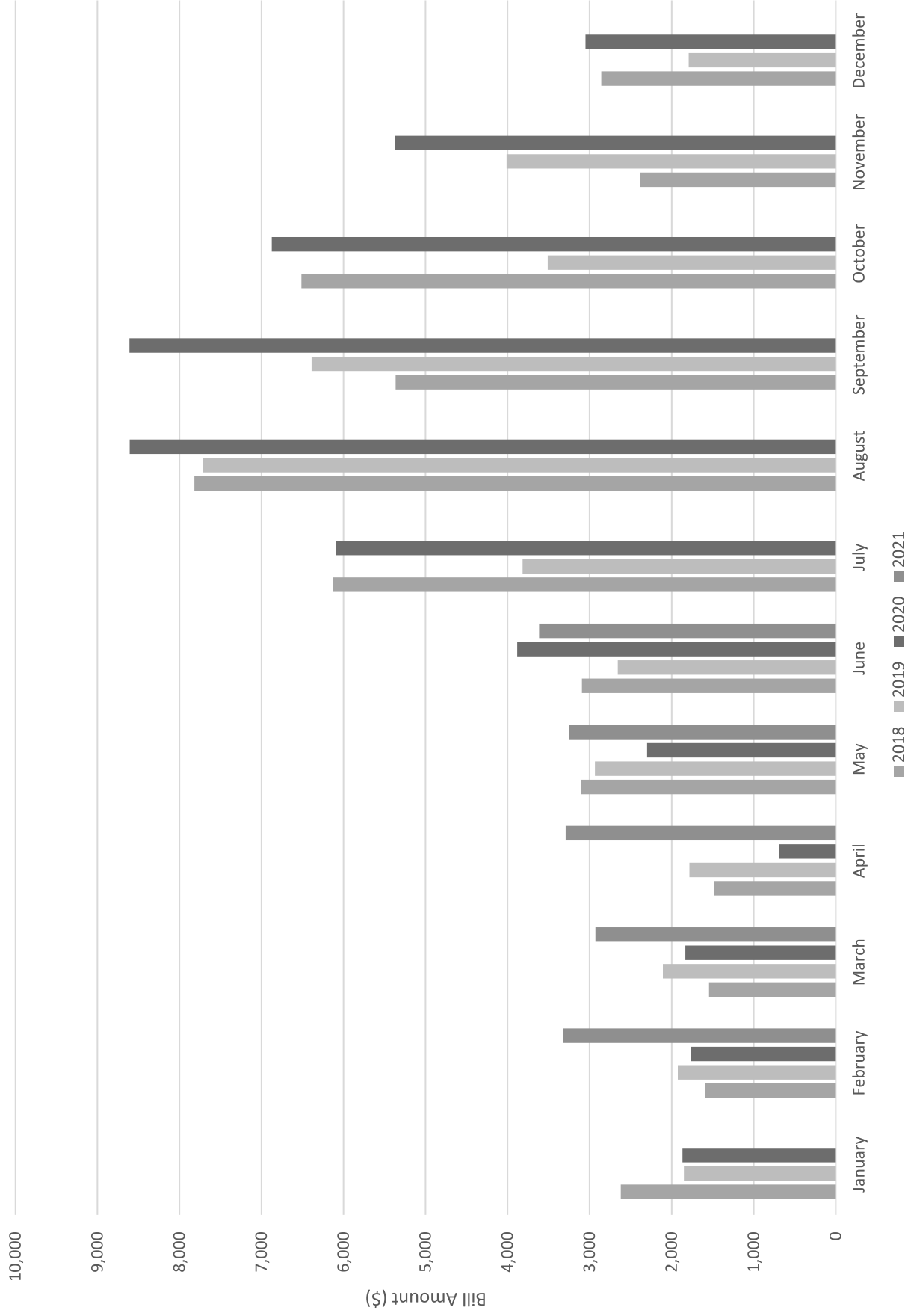
Element has requested the developer that to notify us when all surface improvements have been completed. Upon completion of these improvements an initial acceptance walkthrough can be held, and a punch list generated. Upon completion of the punch list items (if any) initial acceptance will be recommended.

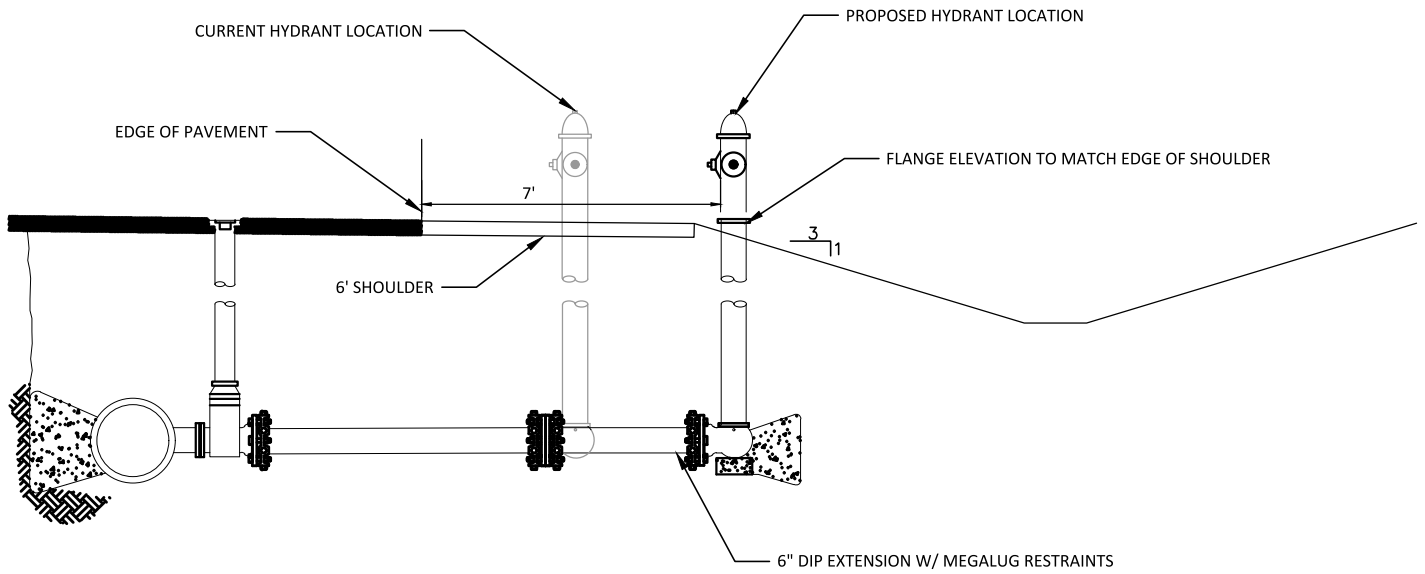
A punch list was generated and provided to the developer. We received a response that the punch list would be completed and that we would be notified when items are completed. Once complete we will do a final walkthrough.

District-Wide Energy Use by Month (KWH)



District-Wide Electrical Billing by Month (\$)





FIRE HYDRANT RELOCATION DETAIL
N.T.S.

Manhard
CONSULTING LTD

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

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



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PO Box 99, Firestone, Colorado 80520
email: contact.us@RECinc.net
www.RECinc.net

Greatrock North Water & Sewer District

ORC Report

September 7, 2021

SCADA Control Issues

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

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

Water Pressure Issues

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

Rocking Horse Farms Tank Fill Valve

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

Additional Services

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

Certificate Of Completion

Envelope Id: 5A50233E46CB47028C7F592D5CD17D4E

Status: Completed

Subject: Please DocuSign: Greatrock North WSD - Minutes - 09-07-2021 - Regular Mtg (executed).pdf

Client Name: Greatrock North WSD

Client Number: 011-046103-OS00-2021

Source Envelope:

Document Pages: 15

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Cindy Jenkins

AutoNav: Enabled

220 South 6th Street

Enveloped Stamping: Enabled

Suite 300

Time Zone: (UTC-06:00) Central Time (US & Canada)

Minneapolis, MN 55402

Cindy.Jenkins@claconnect.com

IP Address: 165.225.10.163

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Status: Original

Holder: Cindy Jenkins

Location: DocuSign

11/3/2021 4:54:27 PM

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Signer Events

Lisa Johnson

Lisa.Johnson@claconnect.com

District Manager

Security Level: Email, Account Authentication
(None)**Signature**

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Lisa Johnson
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Signature Adoption: Pre-selected Style

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Signed: 11/3/2021 5:00:02 PM

Electronic Record and Signature Disclosure:

Accepted: 11/3/2021 4:59:55 PM

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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**

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11/3/2021 5:00:02 PM

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