

## 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 OCTOBER 15, 2020

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, October 15, 2020 at 4:30 P.M. Due to COVID-19, the meeting was conducted via video conference - ZOOM. The meeting was open to the public.

#### Attendance

##### Directors In Attendance:

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

##### Also In Attendance Were:

Lisa A. Johnson & Janece Soendker ; CliftonLarsonAllen LLP (“CLA”)  
Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C.  
Brad Simons P.E.; MMI Water Engineers, LLC (“MMI”)  
Nick Marcotte P.E.; Element Engineering LLC (“Element”)  
Mike Murphy; Ramey Environmental Compliance, Inc. (“REC”)

#### Administrative Matters

##### 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. Attorney Tanaka confirmed that disclosures of conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting for those Directors with potential conflicts of interest. The Board reviewed the Agenda for the meeting, following which, Directors Fleck, Wyckoff, Polliard, Rogers and Lozano each confirmed that they had no additional 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 special meeting.

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

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### Board of Director's Report

None.

### Monthly Manager's Report

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

### **Consent Agenda**

The Board considered the following actions:

- Approve Minutes of the July 28, 2020 and September 1, 2020 special meeting.
- Ratify approval of payment of claims through the period ending September 30, 2020 in the amount of \$97,937.57.
- Operations and Maintenance Activities Report.
- Meter installation report.
- Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending August 31, 2020 and Inclusion Summary.

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

### **Financial Matters**

#### 2021 Draft Budget

Ms. Johnson presented the 2021 draft budget to the Board. The Board reviewed the information presented. The public hearing to adopt the 2021 is scheduled for November 3, 2020 at 4:30 pm.

### **Engineer's Report**

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

#### Capital Projects Update

##### Third Alluvial Well

Mr. Simons provided an update to the Board, noting that the well will be test pumped on or around November 12, 2020. He further noted that microscopic particulate analysis was returned as low risk or zero.

##### Evaporation Pond

Mr. Simons reported that the pipeline corridor survey data was received last

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week and noted he will provide revisions to the FORM contract documents to Attorney Tanaka next week. Mr. Simons further noted that he anticipates having contract documents ready for bid at year-end or first part of next year.

a. Consider Approval of Utility Easement between the District and Premier Community Development Inc.

Upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the Utility Easement between the District and Premier Community Development Inc.

Reverse Osmosis Treatment Facility

Mr. Marcotte provided an update on the status of the RO Treatment Facility, noting 95% of the plans are expected to be transmitted to the Board, along with bid documents, by month end. Mr. Marcotte has not received a response from the State on their approval of the project. He has provided an update on the status of the revised change order from Marlo, and expects to receive a revision by next week.

Water Meter Upgrade Project

Ms. Johnson gave an update on the project to the Board, noting approximately 95% of the replacements are complete. Ms. Johnson further noted that the project is moving along nicely, with meter data being received without any concerns or issues. The contractor has not received much response from residents in Rocking Horse Farms, regarding scheduling of the meter replacements. The contractor has sent out follow-up letters to the residents. Director Rogers offered to assist with notifying residents, if the second letters do not produce a better response.

**Operations/  
Maintenance Matters**

Mr. Murphy presented the Operations and Maintenance Report to the Board and provided updates.

**Legal Matters**

Status of Country Club Ranchettes #2 Inclusion Agreement

Attorney Tanaka reported that the property owner has decided to return to the option of including the entire property into the boundaries of the District. Staff is working with the property owner to receive new petitions for inclusions with current exhibits. Additionally, staff is working with the property owner's water rights attorney to ensure the District obtains adequate water rights to serve the property upon inclusion.

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**Other Business**

Status of Homestead Heights (Country Club Ranchettes #1)

Mr. Simons provided an update on the status of the offsite water improvements work to the Board.

Status of Hayesmount Estates

Ms. Johnson gave an update on the collection of the remaining system development fees.

Status of Ridgeview Estates

Director Polliard gave an update on the activity that he has observed at the subdivision. Mr. Simons will follow-up with the property owner on status.

Status of Country Club Ranchettes #2

Update given under Legal Matters above.


**Community  
Comments**

None.

**Adjournment**

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

Respectfully submitted,

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



Date: October 8, 2020  
To: Greatrock North Water and Sanitation District, Board of Directors  
From: Lisa A. Johnson, Interim District Manager  
Re: October 15, 2020 Manager's Report

**Agenda Action Items**

**II.A. Consent Agenda**

1. Approve the Minutes of the July 28, 2020 and September 1, 2020 special meetings.
2. Ratify approval of the payment of claims for the period ending September 30, 2020.
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 August 31, 2020 and inclusion summary.

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

**III.A 2021 Draft Budget**

I will review the 2021 draft budget with the Board at the meeting. The public hearing to adopt the budget is scheduled for November 3, 2020 (election day ☺).

**No action from the Board is needed at this time.**

**IV.A.4.a.Meter Upgrade Project**

Meter upgrade project is moving along nicely and no issues have been identified at this time. I will have more of an update to share with the Board at the meeting.

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

No new update.

**VII.B. Hayesmount Estates**

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

**VII.C. Ridgeview Estates**

No new update

**VII.D. Country Club Ranchettes No. 2**

No new update.

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

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

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

The Committee did not meet in September.

Director Wyckoff and I have worked via email to identify a possible tile design and color scheme for the bathroom in the new facility as well as carpet for the Board Room. He has also provided preliminary information to Mr. Marcotte related to security system desires for the new building.



**GREATROCK NORTH WATER AND SANITATION DISTRICT  
ENGINEER'S REPORT  
October 5, 2020**

**Facility Activities**

**Box Elder Creek Ranch Subdivision**

No activity updates to report.

**Rocking Horse Farms Subdivision**

On September 10, 2020, Director Rogers asked about water quality as a result of issues raised by his neighbors living at 30464 East 165<sup>th</sup> Avenue. The specific inquiry was in regard to the iron concentrations. In response, MMI indicated iron is a secondary contaminant that primarily affects the aesthetic qualities relating to the public acceptance of drinking water. MMI noted secondary maximum contaminant levels are not enforceable and are therefore not on the District's annual monitoring schedule. On September 17, REC confirmed they do not have iron results for the drinking water supply.

**Greatrock North Subdivision**

No activity updates to report.

**Hayesmount Estates Subdivision**

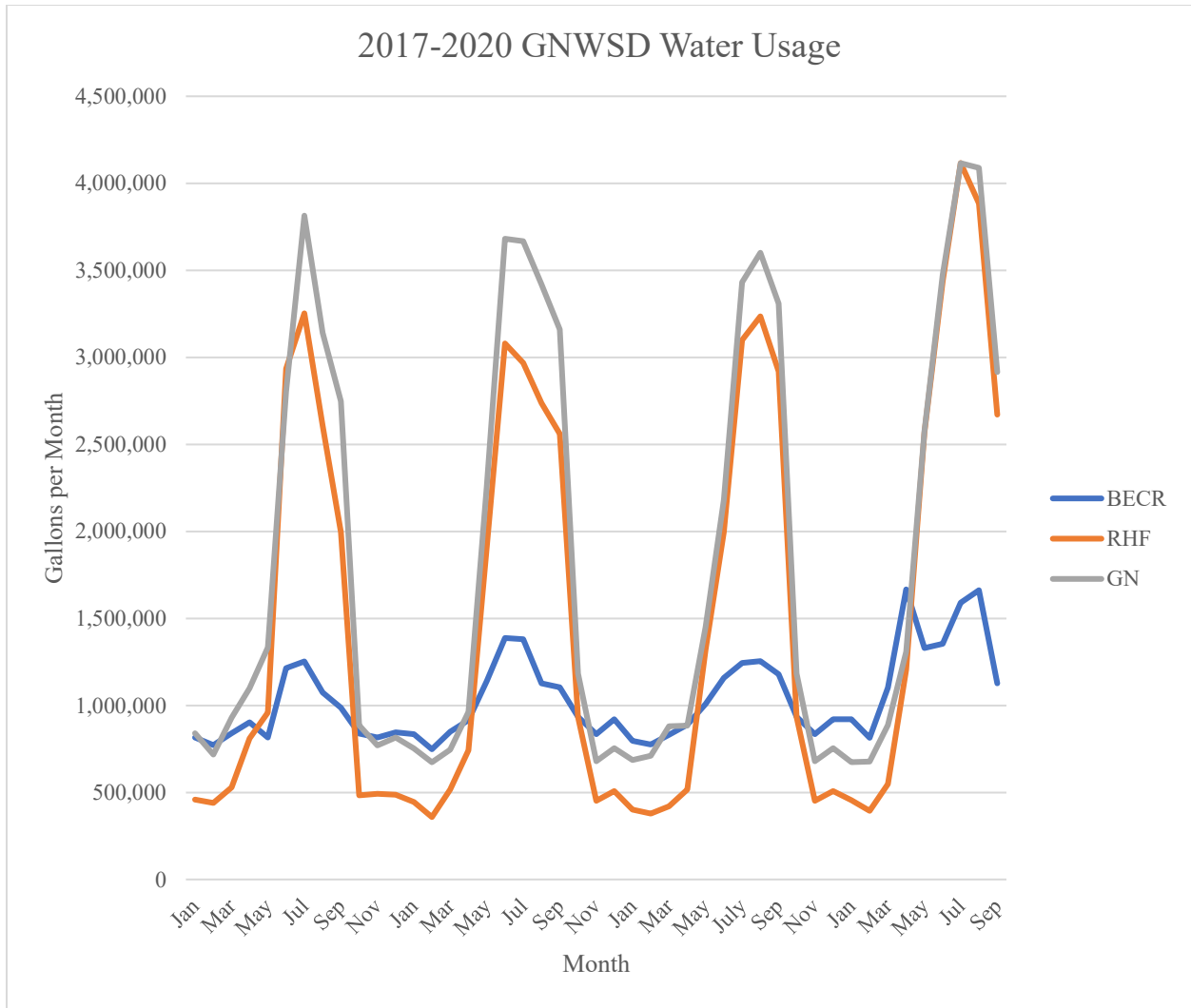
On September 1, 2020, MMI advised REC of a pressure concern at 29240 East 165<sup>th</sup> Avenue. MMI shared the results of some pressure testing done by REC in January of 2020. Lisa Johnson authorized REC to check the pressure of the fire hydrants in the subdivision and to contact the resident with the results. REC deployed the pressure loggers on September 10 and planned to log pressures for a week.

**District-wide Activities****General Water Accounting**

Below is a tabulation and graph of water usage (gallons) for each month for each subdivision based upon the daily/monthly SCADA reports.

2018, 2019, & 2020	BECR	RHF	GN
December (2018)	921,072	508,705	754,203
January (2019)	796,883	401,939	686,814
February	774,758	377,806	710,598
March	831,348	420,949	880,730
April (projected)#	888,839	516,644	883,631
May	1,007,538	1,318,466	1,450,327
June	1,158,465	1,995,163	2,181,844
July	1,244,000	3,099,940	3,432,270
August	1,254,862	3,235,914	3,601,755
<i>September (as of 09/22/19)</i>	<i>864,337</i>	<i>2,141,286</i>	<i>2,427,177</i>
<i>September (projected)</i>	<i>1,178,641</i>	<i>2,919,936</i>	<i>3,309,787</i>
October	<b>DATA NOT AVAILABLE</b>		
November	<b>DATA NOT AVAILABLE</b>		
December (2019)	<b>DATA NOT AVAILABLE</b>		
January (2020)	920,151	456,104	674,231
February (2020)	813,103	393,499	677,324
March (extrapolated)	1,102,947	548,954	887,770
April (2020)	1,666,738	1,205,597	1,308,247
May (2020)	1,329,794	2,567,558	2,577,018
June (2020)	1,354,490	3,436,038	3,474,282
July (2020)	1,589,929	4,116,479	4,115,786
August (2020)	1661503	3883490	4088931
September (2020)	1127211	2670221	2915935
<i>October (projected)</i>	-	-	-





Water Quality Tracking

Below are tables summarizing water quality, pond levels, and electricity usage. On September 11, 2020, REC removed the reverse osmosis runtime restrictions.

<u>Sample Date</u>	<b>TDS (mg/l)</b>			<b>Hardness (mg/l)</b>		
	<u>BECR</u>	<u>RHF</u>	<u>GN</u>	<u>BECR</u>	<u>RHF</u>	<u>GN</u>
September 16, 2020	731	685	656	344.0	322.1	318.6
August 19, 2020	735	731	700	335.6	328.6	332.6
July 22, 2020	709	689	684	264.8	265.3	265.9
June 29, 2020	680	703	699	303.1	293.2	294.9
May 15, 2020	660	664	670	252.3	264.4	267.6
April 15, 2020	562	530	527	207.3	197.1	203.9
March 18, 2020	474	459	461	166.8	152.6	153.4
February 26, 2020	484	485	493	160.2	158.6	171.2
January 15, 2020	435	426	464	147.0	146.9	157.2
December 13, 2019	403	358	361	128.0	109.6	115.3
November 27, 2019	432	339	395	117.1	88.7	91.3
October 16, 2019	340	452	415	79.6	129.2	117.8
September 25, 2019	495	497	485	165.5	177.9	174.9
August 14, 2019	565	520	546	213.3	195.8	194.7
July 17, 2019	464	437	513	193.2	186.3	190.6
June 5, 2019	511	557	544	132.2	173.7	154.8
May 22, 2019	665	650	645	262.3	263.3	271.7
April 24, 2019	490	451	459	170.9	141.1	149.1
March 20, 2019	437	429	419	162.0	153.2	159.2
February 28, 2019	352	404	334	112.9	136.8	110.4
January 16, 2019	657	510	590	261.9	182.4	226.2
December 5, 2018	292	318	328	62.1	66.8	66.0
November 7, 2018	283	305	290	72.0	88.6	81.0
October 11, 2018	292	347	346	90.9	128.6	121.6
September 14, 2018	434	442	444	167.1	167.4	164.6
August 31, 2018	467	481	338	173.5	168.2	138.3

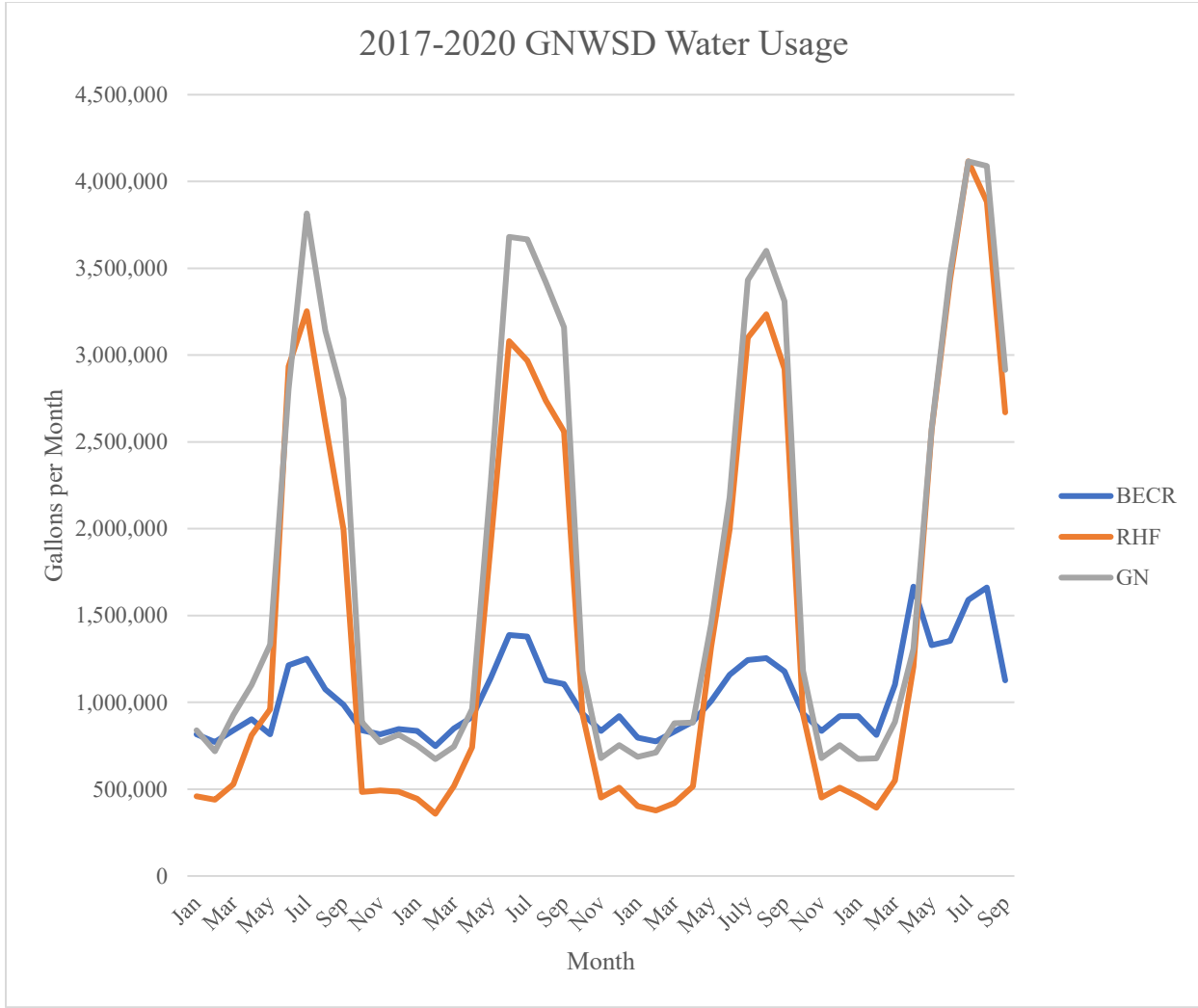
\* Any projections are based upon benchtop data presented by Mike Atwood if laboratory results are unavailable.

Pond Level Management

There are approximately 17 inches of capacity available in the ponds and we will continue to monitor this data as evaporative rates and daily water usage change.

Date	South Pond Level Reading
March 25, 2018	3.58
June 30, 2018	3.12
September 23, 2018	3.30
December 31, 2018	3.51
February 21, 2019	3.63
March 22, 2019	3.73
June 23, 2019	3.90
September 22, 2019	3.58
November 11, 2019	3.68
December 18, 2019#	3.80
January 1, 2020	3.84
January 31, 2020	3.92
February 20, 2020	4.04
March 18, 2020	4.03
April 25, 2020	4.04
May 24, 2020	3.78
June 27, 2020	3.43
July 25, 2020	3.22
August 31, 2020	3.06
September 11, 2020	3.14
September 30, 2020	3.17
October 4, 2020	3.21

# Data may not be accurate since the daily reporting function had not been reliably restored.



United Power Billings

Below is tracking of the annual electrical usage and billings. Effective March of 2020, United Power began billing on calendar month cycles reflecting usage from the first to last day of the month.

12-Month Comparisons – Energy Usage (KWH)					
2016	41,650	276,080	54,440	93,880	466,050
2017	46,917	261,160	79,360	96,880	484,317
2018	49,690	236,640	120,480	97,040	503,850
2019	49,710	265,400	51,360	84,160	450,630

12-Month Comparisons – Billing Amount					
2016	\$4,727.95	\$22,001.43	\$4,818.44	\$7,689.61	\$39,237.43
2017	\$5,139.49	\$20,952.92	\$6,811.47	\$7,842.35	\$40,746.23
2018	\$5,809.20	\$19,753.28	\$11,043.46	\$8,417.57	\$45,023.51
2019	\$5,886.66	\$22,413.13	\$5,538.77	\$7,697.35	\$41,535.91

Below year-to-date tracking of the electrical usage and billings for similar 9-month periods.

YTD Comparisons (9 months)					
Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	30,411	194,840	29,160	72,320	326,731
2017	37,743	192,160	48,680	76,160	354,743
2018	38,397	165,440	91,320	75,160	370,317
2019	40,799	192,560	43,440	70,840	347,639
2020	49,835	191,840	80,360	78,880	400,915

YTD Comparisons (9 months)					
Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$3,499.00	\$15,658.62	\$2,670.65	\$5,933.75	\$27,762.02
2017	\$4,399.76	\$16,191.44	\$4,466.65	\$6,736.33	\$31,794.18
2018	\$4,488.12	\$13,476.84	\$8,303.30	\$6,491.06	\$32,759.32
2019	\$4,730.39	\$16,171.56	\$3,982.99	\$6,295.83	\$31,180.77
2020	\$5,564.45	\$16,135.58	\$7,151.38	\$6,796.92	\$35,648.33

NOTE: United Power's energy rates changed in the billings issued on February 25, 2020.

Energy Category	2017 Rates	2018 Rates	2019 Rates	2020 Rates
C1 (Energy)	\$0.11219 / KWH	\$0.1122 / KWH	\$0.1078 / KWH	\$0.1031 / KWH
C1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD1 (On Peak)	\$0.15932 / KWH	\$0.1594 / KWH	\$0.1594 / KWH	\$0.1594 / KWH
CTD1 (Demand)	-	-	\$1.00 / KW	\$1.50 / KW
CTD2 (Off Peak)	\$0.06177 / KWH	\$0.0618 / KWH	\$0.0554 / KWH	\$0.052 / KWH

## **Development Activities**

### **Hayesmount Estates**

No engineering activity.

### **Country Club Ranchettes, Filing 1**

On September 24, 2020, MMI approved the revised construction plans prepared by Manhard Consulting for off-site water system improvements, including tie-ins and control valve vaults. On October 1, 2020, MMI received a request for information from a material supplier regarding the check valve and the flow control valve. MMI to review RFI and comment the week of October 5, 2020.

### **Ridgeview Estates (PLT2019-00026)**

The water system improvements plans were approved on September 4, 2020. On September 17, 2020, the developer indicated he is still waiting on Adams County to schedule the pre-construction meeting.

### **Sierra Vista Ranchettes (f/k/a Country Club Ranchettes, Filing 2)**

Based upon some confusion and uncertainty regarding the property to be included into the District and the water to be conveyed, MMI discussed the intent with Jay Scolnick during the week of September 27, 2020, and produced a memorandum, dated October 4, 2020, to Lisa Johnson regarding "Jay Scolnick Inclusion Efforts".



**Ramey Environmental Compliance, Inc.**  
Management and Operation Solutions for  
Water and Wastewater Treatment  
**303-833-5505**

PO Box 99, Firestone, Colorado 80520  
email: [contact.us@RECinc.net](mailto:contact.us@RECinc.net)  
[www.RECinc.net](http://www.RECinc.net)

## Greatrock North Water & Sewer District

### ORC Report

Oct 5, 2020

### Additional Services

#### **Valve Exercising**

Valve exercising has been completed at Box Elder and Rocking Horse. Waiting to start Greatrock. The ICA between REC and GRNWSD has been updated to include the cost of services for valve exercising which will include exercising curb stops. The remainder of curb stop exercising for the Box Elder subdivision is tentatively scheduled for September 2020.

#### **Water Meter Installations**

REC assisted with attempted to locate the water tap at 16530 Queensview St for water meter installation. After multiple attempts working with the property owner REC was unable to locate where the water tap is on the property. The property owner has been notified that this is no longer the districts responsibility and they will need to hire a contractor to locate the existing tap or install a new tap if an existing does not exist.

UPDATE - The service connection at 16530 Queensview St has been located and meter installed.

#### **Distribution Pump Preventative Maintenance**

Annual pump preventative maintenance and inspections completed by REC ESD at Rocking Horse Farms and Greatrock North pump stations. No issues were found with the distribution pumps at either facility during inspections.

#### **Pressure Test 29240 E 165th Ave**

Pressure loggers were placed at on the outside hose bib at 29240 E 165<sup>th</sup> Ave as well as the nearest street hydrant for one week. The lower pressure periods at resident's house were as low as 36 psi during irrigation with average pressure being logged at 51 psi. Pressure at the hydrants during the same periods measured 46-48 psi with an average pressure of 58 psi. A pressure logger was also placed at 29200 E 165<sup>th</sup> Ave which showed the same lower pressure readings during irrigation times with the average psi recorded at 44 psi.

### Laramie Fox Hills #2 Well Level

The level transducer was inspected by Applied Ingenuity and determined to be functioning normally. Applied Ingenuity recommends the wiring and conduit be replaced from the well head to building. REC working to get estimate for repairs from Dan's Custom Construction.

### Lead and Copper Sampling

Annual lead and copper sampling completed in September with no exceedances of the maximum contaminate level in any of the samples collected.

### Pest Control

The ICA with Pest Predators has been fully executed. REC will follow up to schedule initial site visits and coordinate access to the facilities.

### Box Elder Facility

#### **Generator**

The generator was found faulted during routine inspection. Generator Source determined the issue was caused by a failing fuel pump. The fuel pump was replaced by Generator Source and generator has been returned to normal operation.

#### **RO System Run Time Increase**

After discussions during last month's board meeting the RO system runtime has been increased to run full time while filling storage tanks.



## Certificate Of Completion

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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

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

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

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

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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