

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD NOVEMBER 3, 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 Tuesday, November 3, 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, the Directors in attendance 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 Polliard and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

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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 October 15, 2020 special meeting.
- Ratify approval of payment of claims through the period ending October 31, 2020 in the amount of \$190,448.36.
- Operations and Maintenance Activities Report.
- Meter installation report.
- Acceptance of Cash Position Schedule and Unaudited Financial Statements for the period ending September 30, 2020 and Inclusion Summary.

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

Financial Matters

Water Rate Model to Determine 2021 Water Rates and Confirm 2021 Rates

Mr. Simons and Ms. Johnson presented the water rate model for 2021. The model indicates that both the base rate and usage rates are sufficient to cover expenses in 2021. Mr. Simons and Ms. Johnson recommend holding rates the same for 2021.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the 2021 rates and fee schedule, as presented, with no change in base rate or fee structure.

Resolution No. 2020-11-01: Adopting 2021 Budget, Imposing Mill Levy and Appropriating Funds

Ms. Johnson opened the public hearing to consider adopting the 2021 Budget. It was noted that Notice stating the Board would consider adopting the 2021 budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District. No written objections were received prior to the public hearing, no public was in attendance for

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comment, and the public hearing was closed.

Ms. Johnson presented the draft 2021 budget to the Board.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon motion, unanimously carried, the Board adopted Resolution No. 2020-11-01, a Resolution adopting the 2021 Budget, appropriating funds, and imposing a total mill levy of 47.000 mills (General Fund – 30.500 and Debt Service Fund – 16.500).

Resolution No. 2020-04-02, a Resolution Authorizing Temporary Suspension of New Late Fees and Interest and Placing a Temporary Moratorium on Utility Shutoffs and Discuss Rescission of Resolution

The Board discussed the rescission of Resolution No. 2020-04-02. Following discussion, the Board determined that they will take action in the future to rescind the Resolution but not at this time. The Board discussed communicating to the residents this decision and encourage residents to contact the District to bring their accounts current or make payment arrangements to bring their accounts current as soon as possible. The Board will not consider forgiving any base rate or usage fees for delinquent customers. Director Polliard will include this information in the newsletter to residents for November.

Engineer's Report

Mr. Simons presented the October 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 on the status of the Alluvial Well project.

Evaporation Pond

Mr. Simons provided an update on the project. An alternate route for the easement has been discussed with the property owner. Mr. Simons will review the revised exhibit and determine if it is adequate.

Reverse Osmosis Treatment Facility

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

1. Revised Addendum No. 1 to the Contract with Worth Hydrochem

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Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the revised Addendum No. 1 to the contract with Worth Hydrochem for an amount not to exceed \$4,680.

Water Meter Upgrade Project

Ms. Johnson provided an update on the project. Staff has been having a difficult time obtaining meters from Badger Meter to complete the project but Ms. Johnson confirmed with staff today that the next order of meters has been procured as of Monday, which should almost complete the project in full.

Operations/ Maintenance Matters

Mr. Murphy presented the Operations and Maintenance Report to the Board and provided updates. A copy of the report is attached hereto and incorporated herein by this reference.

Ratify Approval of 6th Addendum to Dan's Custom Construction Independent Contractor Agreement ("ICA")

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board ratified approval of the 6th Addendum to Dan's Custom Construction ICA, for an amount not to exceed \$4,340.00.

Pellet Softening for Hardness Removal in Ground Water Systems Article

Mr. Simons and Mr. Murphy discussed their review of the article received from Director Fleck on pellet softening for hardness removal in ground water systems with the Board.

Following discussion, the Board requested that Mr. Murphy and/or Mr. Simons contact the City of Brighton to discuss their experiences to date and report back to the Board.

Legal Matters

Status of Country Club Ranchettes #2 Inclusion Agreement

Ms. Johnson reported that the property owner's water rights attorney has provided the District with an opinion on the water rights that will be conveyed as part of the inclusion. Attorney Poznanovic is in receipt of this information and should have an opinion to Ms. Johnson by Thursday, November 5th. Mr. Simons reported that he is working with the property owner's engineer to finalize the legal description and exhibit for the petition.

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Request from Rothnick Investments, LLC to Extend the Option to Purchase 6.54 Acres in Parcel 5 for an Additional Five Years

The Board discussed the request and determined to defer any action on this request until Mr. Scolnick provides resolution on other outstanding District matters. Mr. Simons and Ms. Johnson will work to schedule a meeting with Mr. Scolnick to discuss these matters and to convey Board direction.

Other Business

Status of Homestead Heights (Country Club Ranchettes #1)

There are no new updates.

Status of Hayesmount Estates

There are no new updates.

Status of Ridgeview Estates

Mr. Simons presented a summary of the pre-construction meeting held today with the property owner and Adams County to discuss the water improvements to be constructed to serve the property.

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 at 6:29 p.m.

Respectfully submitted,

By 
Secretary for the Meeting



Date: October 27, 2020
To: Greatrock North Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, Interim District Manager
Re: November 3, 2020 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Approve the Minutes of the October 15, 2020 special meeting.
2. Ratify approval of the payment of claims for the period ending October 31, 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 September 30, 2020 and inclusion summary.

I recommend approval of the consent agenda items.

III.A Water Rate Model and 2021 Rates

Mr. Simons and I will review the water rate model with the Board at the meeting.

Our recommendation is to hold rates steady for 2021.

III.B. 2021 Budget Hearing and Adoption of 2021 Budget

I will present the final draft budget for 2021 to the Board at the meeting. No changes have been made since the October meeting.

I recommend adoption of the 2021 Budget and Resolution.

III.C Potential Rescission of Resolution No. 2020-04-02; Authorizing Temporary Suspension of New Late Fees and Interest and Placing a Temporary Moratorium on Utility Shutoffs

I will discuss the current delinquent account report with the Board and actions associated therewith.

IV.A.4.a.Meter Upgrade Project

Meter upgrade project continues to move along nicely. USS has received communications from residents in Rocking Horse Farms to schedule meter replacements. Replacements in Greatrock North and Box Elder Creek Ranch are on schedule to be completed by early November.

VI.B. Request from Rothnick Investments, LLC to extend the option to purchase 6.54 acres in Parcel 5 for an additional 5 years

Mr. Scolnick provided a request to the Board to extend the option to purchase 6.54 acres in Parcel 5 by 5 years. This will be discussed with the Board in executive session.

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

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic has reviewed the August 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 October.

Director Wyckoff and I met on October 22, 2020 to select interior design finishes (paint, tile, carpet etc.) for the RO Facility.



**GREATROCK NORTH WATER AND SANITATION DISTRICT
ENGINEER'S REPORT
October 25, 2020**

Facility Activities

Box Elder Creek Ranch Subdivision

On the morning of October 25, Director Fleck advised Lisa Johnson of a low pressure concern from a resident of the Box Elder Creek Ranch subdivision. Lisa notified Mike Murphy, of Ramey Environmental Compliance, via email and asked Mike to look into the issue.

Rocking Horse Farms Subdivision

No activity updates to report.

Greatrock North Subdivision

No activity updates to report.

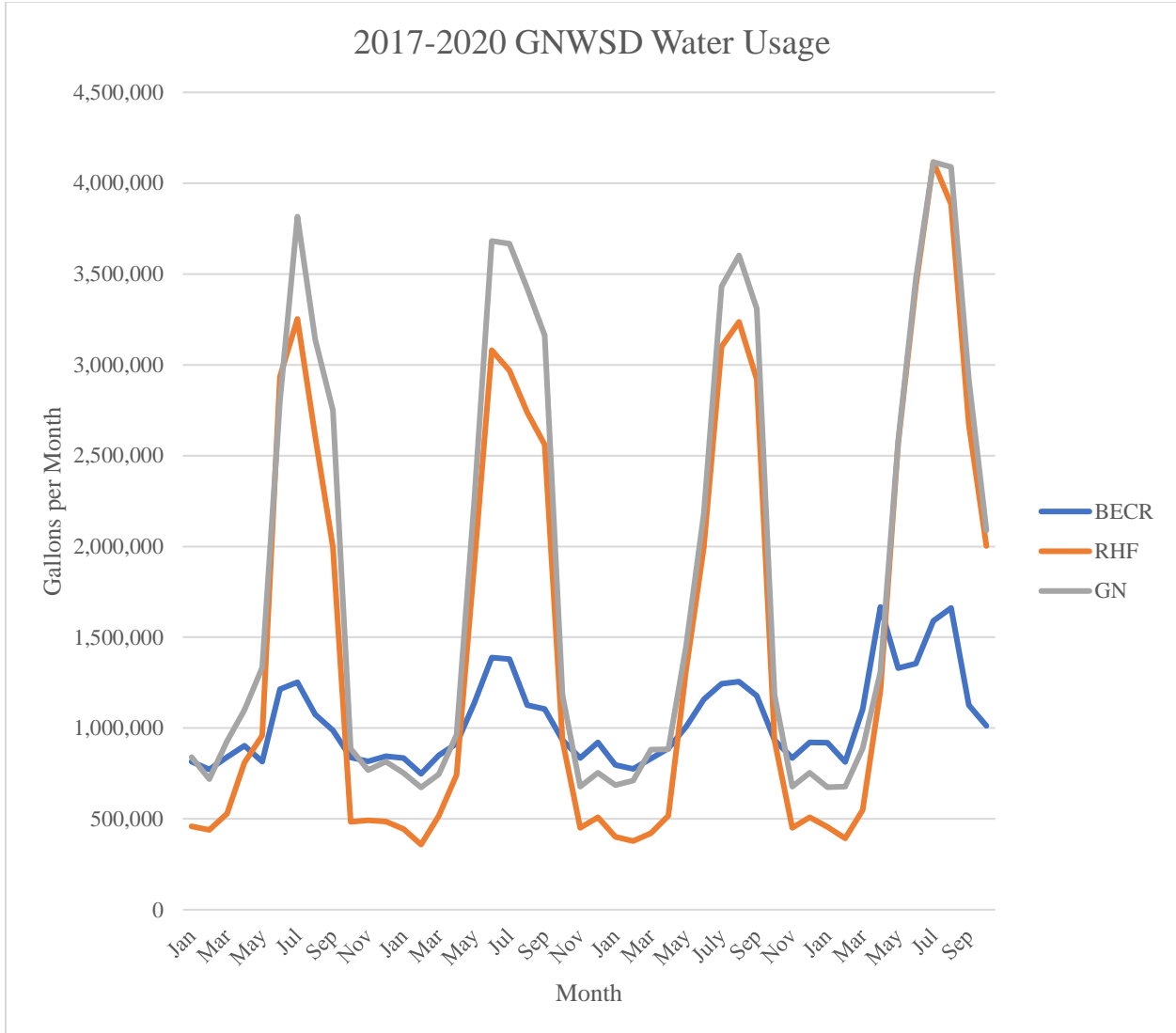
Hayesmount Estates Subdivision

On September 1, 2020, MMI advised REC of a pressure concern at 29240 East 165th 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	DATA NOT AVAILABLE		
November	DATA NOT AVAILABLE		
December (2019)	DATA NOT AVAILABLE		
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)	1,661,503	3,883,490	4,088,931
September (2020)	1,127,211	2,670,221	2,915,935
October (through 10/24/20)	815,729	1,615,462	1,684,059
<i>October (projected)</i>	<i>1,011,504</i>	<i>2,003,173</i>	<i>2,088,233</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.

Sample Date	TDS (mg/l)			Hardness (mg/l)		
	BECR	RHF	GN	BECR	RHF	GN
October 2020	NO SAMPLES REPORTED AS OF 10/24/20					
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

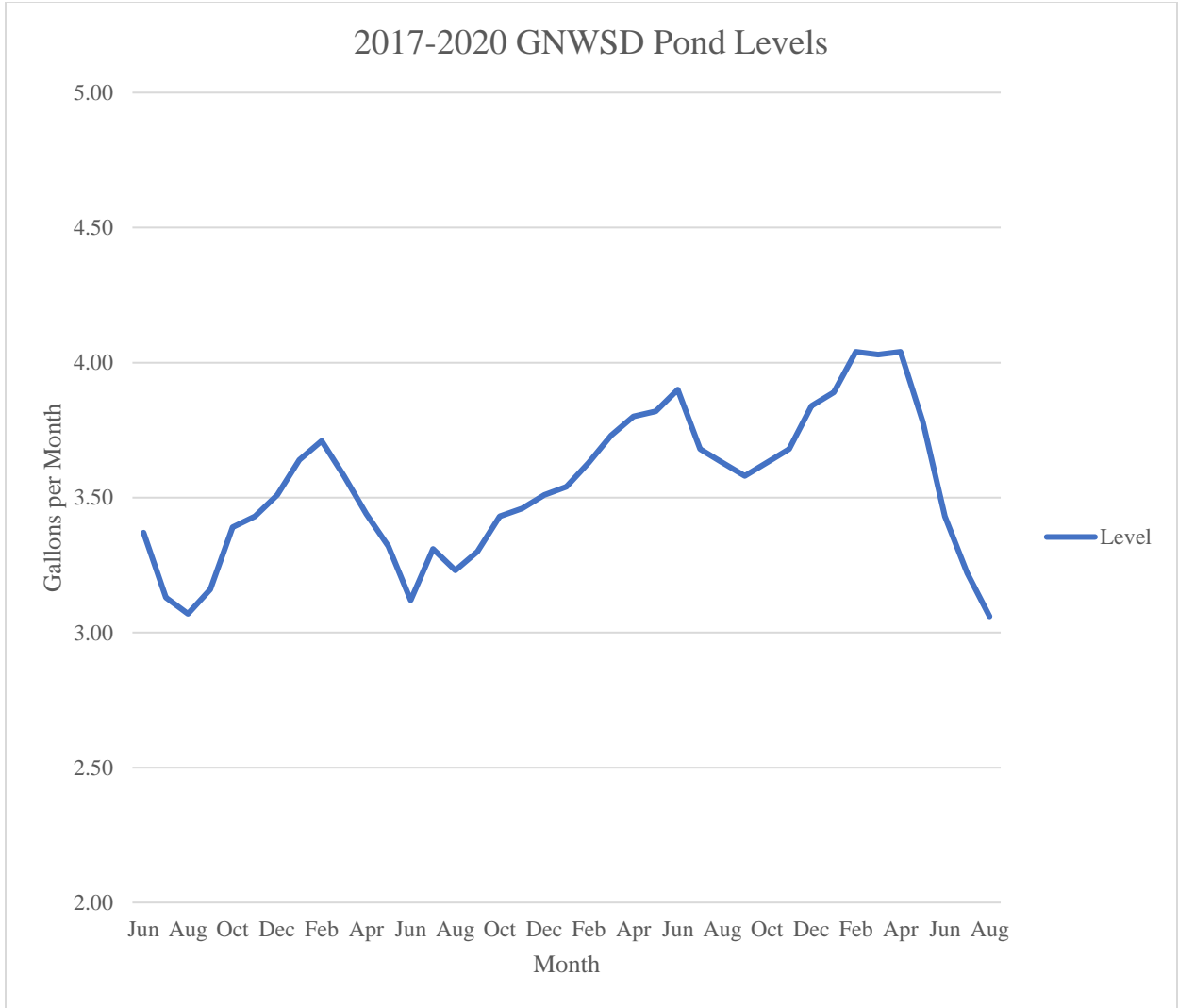
* Any projections are based upon benchtop data presented by Mike Atwood if laboratory results are unavailable.

Pond Level Management

There are approximately 16 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
October 24, 2020	10.27

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 10-month periods.

YTD Comparisons (10 months)					
Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	35,635	246,200	32,800	82,320	396,955
2017	41,945	222,640	57,520	82,240	404,345
2018	44,296	205,800	107,160	88,000	445,256
2019	44,940	217,800	46,480	76,560	385,780
2020	59,080	229,920	100,000	93,800	482,800

YTD Comparisons (10 months)					
Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$4,088.42	\$19,783.85	\$2,993.72	\$6,705.98	\$33,571.97
2017	\$4,891.18	\$18,652.27	\$5,274.72	\$7,255.40	\$36,073.57
2018	\$5,169.99	\$16,795.41	\$9,716.13	\$7,592.10	\$39,273.63
2019	\$5,210.40	\$18,364.25	\$4,283.08	\$6,834.37	\$34,692.10
2020	\$6,576.81	\$19,112.93	\$8,815.37	\$8,018.90	\$42,524.01

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 reviewed the RFI and commented on October 6, 2020.

On October 5, 2020, MMI received an inquiry regarding water service fittings and sizes. MMI consulted Mike Murphy and REC-ESD. On October 9, 2020, MMI indicated there was no preference on functionality between flared and compression fittings and that compression fittings are acceptable to the District.

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
www.RECinc.net

Greatrock North Water & Sewer District

ORC Report

Nov 3, 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 scheduled for November 2020.

Alluvial Well 1 Repairs

The variable frequency drive for the Alluvial Well 1 pump which failed in early September has been replaced. At the time of failure REC installed a temporary VFD until a new VFD could be ordered and installed. Installation and testing of the new VFD was completed the third week of October.

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.

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.

Back-up Remote Alarming

REC met with TLECC onsite to determine capabilities of additional alarming for the Rocking Horse Farms and Greatrock North subdivisions via the OmniSite alarm system. TLECC will be providing a quote for the PLC programming required for low pressure and low tank level alarms at both subdivisions.

Certificate Of Completion

Envelope Id: 8B21B645FFCF4CB1AF083B5387C22300	Status: Completed
Subject: Please DocuSign: Greatrock - Minutes - 11-03-2020 - Special Mtg.pdf	
Client Name: Greatrock North Water & Sanitation District	
Client Number: 011-046103-OS00-2021	
Source Envelope:	
Document Pages: 16	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Cindy.Jenkins@claconnect.com
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Record Tracking

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Lisa Johnson
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 District Manager
 Security Level: Email, Account Authentication (None)

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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
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