

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD FEBRUARY 4, 2020

A regular meeting of the Board of Directors (referred to hereafter as "Board") of the Greatrock North Water and Sanitation District (referred to hereafter as "District") was convened on Tuesday, February 4, 2020 at 4:30 P.M., at United Power, 500 Cooperative Way, Brighton, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

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

Also In Attendance Were:

Lisa A. Johnson; Special District Management Services, Inc.

Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C.

Karl Heil; Ramey Environmental Compliance, Inc.

Nick Marcotte, P.E.; Element Engineering LLC (for a portion of the meeting)

Greg Johnson; Badger Meter (for a portion of the meeting)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures 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, Rogers, Polliard, Lozano and Wyckoff each confirmed that they had no additional conflicts of interest in connection with any of the matters listed on the Agenda.

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ADMINISTRATIVE MATTERS

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's regular meeting.

Following discussion, upon motion duly made by Director Polliard, seconded by Director Wyckoff and, upon vote, unanimously carried, the Agenda was approved as presented.

Board of Directors' Report: Director Fleck reported that he is working with Mr. Simons to receive an updated status of the Alluvial Well No. 4 and Evaporation Pond projects.

Manager's Report: Ms. Johnson presented and the Board reviewed the February Manager's Report. A copy of the report is attached hereto and incorporated herein by this reference.

CONSENT AGENDA

Consent Agenda: The Board considered the following actions:

- Approve Minutes of the January 7, 2020 regular meeting.
- Ratify approval of payment of claims through the period ending January 31, 2019, as follows:

General Fund	\$ 73,733.16
Debt Service Fund	\$ -0-
<u>Capital Projects Fund</u>	<u>\$ 5,022.40</u>
Total Claims:	<u>\$ 78,755.56</u>

- Review operations and maintenance update.
- Monthly water meter installations.
- Accept cash position schedule and unaudited financial statements for the period ending December 31, 2019 and Inclusion Summary.
- Adopt Resolution No. 2020-02-01: Amended and Restated Public Records Request Policy

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

FINANCIAL MATTERS

Financial Matters: There were no Financial Matters presented.

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ENGINEER'S REPORT

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

CAPITAL PROJECTS UPDATE:

Alluvial Well No. 4: Mr. Simons will provide an update at a mid-month committee meeting.

Evaporation Pond: Mr. Simons will provide an update at a mid-month committee meeting.

Reverse Osmosis Membrane System: Mr. Marcotte presented the draft PowerPoint presentation he prepared associated with the DOLA grant. The Board provided comments and suggestions for revisions.

Water Meter Upgrade Project: Greg Johnson with Badger Meter gave a presentation on the options for water meter upgrades and related software.

OPERATIONS/ MAINTENANCE MATTERS

Operations and Maintenance Matters: Mr. Heil presented the February Operations and Maintenance Report. A copy of the report is attached hereto and incorporated herein by this reference.

LEGAL MATTERS

Country Club Ranchettes Filing No. 2 Inclusion Agreement: Attorney Tanaka reported that she was advised recently that Mr. Scolnick has sold some of the parcels in the original inclusion petition. Given this, Mr. Scolnick will need to provide an updated petition for Inclusion and staff is working on the revisions needed to the Inclusion Agreement.

Public Hearing on Inclusion of Country Club Ranchettes, Filing No. 2, Parcel 3: Attorney Tanaka opened the public hearing to consider Inclusion of Country Club Ranchettes, Filing No. 2, Parcel 3 and Consider Adoption of Resolution No. 2020-02-02; Resolution and Order for Inclusion of Property (Country Club Ranchettes, Filing No. 2, Parcel 3).

It was noted that the notice of public hearing stating that the Board would consider inclusion of Country Club Ranchettes, Filing No. 2, Parcel 3 and Consider Adoption of Resolution No. 2020-02-02; Resolution and Order for Inclusion of Property (Country Club Ranchettes, Filing No. 2, Parcel 3) and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received and the public hearing was closed.

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The Board took no action.

Public Hearing on Inclusion of Parcel in Country Club Ranchettes, Filing No. 2 and Consider Adoption of Resolution No. 2020-02-03; Resolution and Order for Inclusion of Property (Parcel in Country Club Ranchettes, Filing No. 2): Attorney Tanaka opened the public hearing to consider Inclusion of a Parcel in Country Club Ranchettes, Filing No. 2 and Consider Adoption of Resolution No. 2020-02-03; Resolution and Order for Inclusion of Property (Parcel in Country Club Ranchettes, Filing No. 2).

It was noted that the notice of public hearing stating that the Board would consider inclusion of a Parcel in Country Club Ranchettes, Filing No. 2, and Consider Adoption of Resolution No. 2020-02-03; Resolution and Order for Inclusion of Property (Parcel in Country Club Ranchettes, Filing No. 2) and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received and the public hearing closed.

The Board took no action.

Insurance Requirements Related to Independent Contractor Agreement with Special District Management Services, Inc.: Ms. Tanaka reminded the Board of its decision made in March 2019 to require all contractors to bind and maintain updated insurance amounts in response to Colorado Legislative changes and the recommendation of the District's insurance broker, T. Charles Wilson, to require higher insurance amounts as a result. Ms. Tanaka noted that she advised Special District Management Services, Inc. ("SDMS"), of the Board's action and was advised by SDMS that it would charge the District upwards of \$1,500 per year for this cost. Ms. Johnson noted that she received a subsequent update from SDMS which advised her that, in lieu of the \$1,500 premium amount, SDMS would instead be increasing its hourly rates on several people in the company. In total, the increase is \$115 per hour and would be incurred going forward. The Board discussed the response from SDMS and noted frustration at the response in spite of the District's long history with SDMS as a client. The Board further directed Ms. Tanaka to draft a response to SDMS advising SDMS that it would not accept the increased fees and would require the increased insurance as of January 1, 2021. The Board further directed Ms. Johnson and Ms. Tanaka to provide other contractors with notice that if they do not have the increased amounts in place, that they will be required to have those in place as of January 1, 2021.

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OTHER BUSINESS

Status of Homestead Heights (Country Club Ranchettes #1): Information regarding the status of Homestead Heights (Country Club Ranchettes #1) was included in the Engineer’s Report.

Utility Easement with Leobardo Luevanos: The Board reviewed a Utility Easement with Leobardo Luevanos that was negotiated by the Developer of Country Club Ranchettes #1.

Following discussion, upon motion duly made by Director Polliard, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board approved the Utility Easement with Lebarado Luevanos.

Status of Hayesmount Estates: Information regarding the status of Hayesmount Estates was included in the Engineer’s Report.

Status of Ridgeview Estates: Information regarding the status of Ridgeview Estates was included in the Engineer’s Report.

Status of Country Club Ranchettes #2 Inclusion: Information regarding the status of Country Club Ranchettes #2 was included in the Engineer’s Report.

COMMUNITY COMMENTS

Community Comments: There were no community comments.

ADJOURNMENT

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

Respectfully submitted,

By *Lisa A. Johnson*

Secretary for the Meeting

RECORD OF PROCEEDINGS

Resolution No. 2020-02-01

**GREATROCK NORTH WATER AND SANITATION DISTRICT
AMENDED AND RESTATED PUBLIC RECORDS REQUEST POLICY
Adopted February 4, 2020**

I. Purposes of the District's Public Records Request Policy

This Public Records Request Policy of the Greatrock North Water and Sanitation District (the "District") shall be applied and interpreted with the following purposes in mind:

- a. To adopt a Public Records Request Policy pursuant to § 24-72-203(1), C.R.S.;
- b. To provide access to and the protection and integrity of Public Records in the custody of the District;
- c. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, §§ 24-72-200.1 to 24-72-206, C.R.S. ("CORA");
- d. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and
- e. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

II. Public Records Requests

A. Applicability

This Public Records Request Policy applies to requests submitted to the District for the inspection of Public Records pursuant to CORA, and shall supersede any previously adopted CORA policies of the District.

B. Definitions

1. "**Custodian**": Except as otherwise provided in this policy, the term "Custodian" shall mean the District Manager, Special District Management Services, Inc., or any successor that has been designated by the Board of the District to oversee the collection, retention, and retrieval of Public Records of the District.

2. "**Public Records**": As defined in § 24-72-202(6), C.R.S.

C. Submission of Requests

1. Requests for inspection of Public Records are to be submitted in writing on an official request form to the Custodian and must be sufficiently specific as to enable the Custodian to locate the information requested with reasonable effort. The official request form is attached hereto as **Exhibit A** and incorporated herein by this reference, as may be modified from

time to time by the District. The District has determined that the use of an official request form is necessary for the efficient handling of Public Records requests.

2. Requests may be submitted by mail, fax, e-mail or hand-delivery.
3. A request shall be considered made when the request is actually received by the Custodian:
 - a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;
 - b. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day; and
 - c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.
4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection

1. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may ask that the requestor follow certain procedures to protect the integrity of the Public Records.

2. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Records shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working days if extenuating circumstances, as described in § 24-72-203(3)(b), C.R.S., exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.

3. All Public Records to which the request applies shall be preserved from the date of the request until such time as set forth in the District's records maintenance, retention, or deletion policy or practices utilized by the Custodian.

4. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use his or her own portable electronic equipment to make copies of Public Records.

5. As a general practice, in response to a Public Records request:

a. Public Records will be made available for inspection in the format in which they are stored. If the Custodian is unable to produce the Public Record in its stored format for any reason set forth in § 24-72-203(3.5)(b) C.R.S., an alternate format may be produced or a denial issued under § 24-72-204, C.R.S.

b. The person making the request shall not be allowed to access the Custodian's computer or any other computer for purposes of inspecting any Public Records;

c. Any portion of a Public Record containing non-public information that is not subject to inspection may be redacted by the Custodian prior to making the record available for inspection. The Custodian is not required to redact information from a writing that is not a Public Record in order to make the writing available for inspection. *Denver Publishing Co. v. Bd. of County Comm'rs of the County of Arapahoe*, 121 P.3d 190 (Colo. 2005); *Colorado Republican Party v. Benfield, et al.*, Court of Appeals No. 07CA1216, Oct. 23, 2008 (Unpublished).

d. The Custodian, in consultation with the District's general counsel, will determine which information is no longer considered "work-in-progress" subject to the deliberative process or work product privilege and therefore eligible for release.

e. Altering an existing Public Record, or excising fields of information that the Custodian is either required or permitted to withhold does not constitute the creation of a new Public Record. § 24-72-203(3.5)(d), C.R.S.

f. A document will not ordinarily be created in order to respond to a request.

6. Where a request seeks in excess of 25 electronically-stored Public Records, the following procedure shall apply in responding to such a request:

a. The Custodian shall solicit the comments of the requestor regarding any search terms to be used to locate and extract such records, and, in doing so, will seek to have the request refined so that it does not result in an inordinate number of irrelevant or duplicative documents, it being understood that the Custodian will make the final determination regarding search terms;

b. The Custodian shall designate an employee or another person with experience in performing electronic searches to locate and extract responsive records;

c. The person who is designated to perform the searches shall consult, as appropriate, with legal counsel to identify privileged records that should not be produced; and

d. Where appropriate, legal counsel shall conduct a final review to identify and withhold privileged records.

7. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation or would violate a court order. In special circumstances, a Custodian shall deny inspection of the Public Records if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.

8. If the Public Records requested are not in the custody or control of the Custodian, the Custodian shall notify the requestor of this fact in writing. In such notification, the Custodian shall state in detail to the best of his/her knowledge and belief the reason for the absence of the Public Records, the location of the Public Records, and what person then has custody or control of the Public Records.

9. All Public Records, regardless of storage format, will be administered in accordance with approved retention schedules. The District reserves the right to adopt the records retention policy that has been promulgated by the Custodian.

E. Fees for All Record Requests

1. **Fees for standard reproductions.** The Custodian or the Custodian's designee shall charge a fee not to exceed twenty-five cents per page for any photocopies or printed copies of electronic records that are required to make a Public Record available. Other reproductions of Public Records shall be provided at a cost not to exceed the actual cost of the reproduction. Such fees shall be paid by the applicant prior to the receipt of copies of any Public Records. Requests expected to exceed a total charge of \$10.00 or more must be accompanied by a deposit equal to the reasonably-estimated reproduction costs. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance will be refunded.

2. **Transmission fees.** No fees related to transmission shall be charged for transmitting public records via electronic mail. Within the period specified in § 24-72-203, C.R.S., the Custodian shall notify the record requester that a copy of the record is available but will only be sent to the requester once the custodian receives payment for postage if the copy is transmitted by United States mail, or payment for the cost of delivery if the copy is transmitted other than by United States mail, and payment for any other supplies used in the mailing, delivery, or transmission of the record and for all other costs associated with producing the record. Upon receiving such payment, the custodian shall send the record to the requester as soon as practicable but no more than three business days after receipt of such payment.

3. **Fees for search, retrieval and legal review:**

a. In the case of any request requiring more than one hour of time for search, retrieval, supervision of inspection, copying, manipulation, redaction or legal counsel review to identify and withhold privileged records, the Custodian or the Custodian's designee may charge an hourly fee not to exceed \$33.58 per hour for such time pursuant to § 24-72-205(6)(a), C.R.S. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably estimated fees that will be charged by the

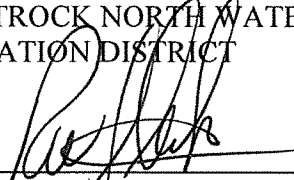
Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount by which the cost of any open records services exceeds the deposit. The District shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs incurred in the ordinary course of business and not extraordinary charges, but in any case, such charges shall be consistent with § 24-72-205(6), C.R.S.

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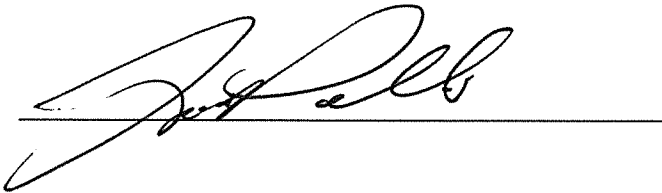
ADOPTED THIS 4th DAY OF FEBRUARY, 2020.

GREATROCK NORTH WATER AND
SANITATION DISTRICT



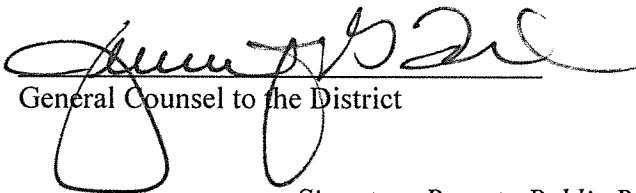
Officer of District

ATTEST:



APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law



General Counsel to the District

Signature Page to Public Records Request Policy

EXHIBIT A
OFFICIAL REQUEST FORM

GREATROCK NORTH WATER AND SANITATION DISTRICT

Request for Inspection/Copy of Public Records

For Internal Use Only
Date of Request: _____
Time of Request: _____AM/PM

Applicant Name: _____

Applicant Address: _____

City/State: _____ **Zip:** _____

Daytime Phone #:() _____ **Alt./Cell:** () _____

Email: _____

Detailed description of the records requested: (Please use additional sheets if necessary)

Select a preferred format for the materials: Hard Copies Electronic View Hard Copy Only

I request the records described and agree to pay all charges incurred in processing this request at or before the time the records are made available. If over \$10, I understand I must provide a deposit to pay for the cost incurred to obtain the records. I understand that the Estimated Charges are estimates only, and that the actual cost may vary. This request will be considered received when this form is complete and received by the Custodian and any required deposit is paid.

Signature: _____ **Date:** _____

Submit Request Form To:
Special District Management Services, Inc.
Attn: Lisa A. Johnson
141 Union Boulevard, Suite 150
Lakewood, Colorado 80228

If the records are available pursuant to §§ 24-72-201, *et seq.*, C.R.S., the records shall be made available for viewing within three (3) working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three (3)-day period, the Custodian may extend the period by up to seven (7) working days. The requestor shall be notified of the extension within the three (3)-day period. Public records shall be viewed at the District's offices during regular business days at prearranged times.

For Internal Use Only	
Estimated Charges	
Number of Pages _____ at \$0.25/page _____	Research & Retrieval _____ Hours at \$ _____ /Hr See § 24-72-205(6), C.R.S. for hourly fee
Postage/Delivery Costs: \$ _____	Research & Retrieval Total: \$ _____
Deposit Required: \$ _____	Total Estimate Cost: \$ _____
Note: Non-standard and special requests will be billed at cost and charged in addition to any other fees	
Administrative Matters	
Date Request Completed: _____	Amount Prepaid: \$ _____
Approved: _____ Denied: _____	Balance Due Before Release: \$ _____
If Denied, Provide Reason(s): _____	Total Amount Paid: \$ _____



Date: January 28, 2020
To: Greatrock North Water and Sanitation District, Board of Directors
From: Lisa A. Johnson, District Manager
Re: February 4, 2020 Manager's Report

Agenda Action Items

II.A. Consent Agenda

1. Approve the Minutes of the January 7, 2020 regular meeting.
2. Ratify approval of the payment of claims for the period ending January 31, 2020.
3. Operations and Maintenance Activities Report.
4. Review water meter installations.
5. Acceptance of cash position schedule and unaudited financial statements for the period ending December 31, 2019 and Inclusion Summary.
6. Adopt Resolution No. 2020-02-01: Amended and Restated Public Records Request Policy.

I recommend approval of the consent agenda items.

IV.A.4.1 Capital Projects Update – Water Meter Upgrade Project

Badger Meter Representatives are planning to attend the meeting to present information on the water meter upgrades.

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

An update on this agenda item is included in the Engineer's Report

VII.A.1. Utility Easement with Leobardo Luevanos

Mr. Scolnick has negotiated the Utility Easement Agreement in your packet on behalf of the District. The easement is necessary to allow water lines/facilities to be installed on the property. Staff has confirmed ownership.

I recommend approval of the Utility Easement Agreement.

VII.B. Hayesmount Estates

An update on this agenda item is included in the Engineer's Report. 17 System Development Fees have been paid to date.

VII.C. Ridgeview Estates

An update on this agenda item is included in the Engineer's Report.

VII.D. Country Club Ranchettes No. 2

An update on this agenda item is included in the Engineer's Report

Review of monthly Water Resumes and Other Water Related Matters

Attorney Poznanovic has reviewed the November 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 the month of January.

The 2020 Budget will be filed with all appropriate parties on January 30, 2020.



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 Monthly Activities Report December 13, 2019 to January 15, 2020

12/13/19 (1.57hrs) Completed routine checks. Collected TDS Hardness and Langelier Index samples at all pump stations and delivered to the lab.

12/16/19 (1.5hrs) Completed routine checks. Checked fuel and oil levels in all generators.

12/18/19 (1.17hrs) Completed routine checks. Completed testing of pH and conductivity at all pump stations.

12/19/19 (2.17hrs) Completed routine checks. Training REC staff to exercise valves.

12/23/19 (1.08hrs) Completed routine checks.

12/26/19 (0.67hrs) Completed routine checks.

12/27/19 (1.08hrs) Completed routine checks.

12/30/19 (0.83hrs) Completed routine checks.

12/31/19 (1hr) Completed routine checks.

01/03/20 (1.5hrs) Completed routine checks.

01/06/20 (1.64hrs) Completed routine checks.

01/08/20 (1.42hrs) Completed routine checks.

01/10/20 (1.91hrs) Completed routine checks.

01/13/20 (1.25hrs) Completed routine checks.

01/15/20 (2hrs) Completed routine checks. Collected TDS, Hardness and Langelier Index at all pump stations.

December 13, 2019 to January 15, 2020

RO Run Time	131.5.0 hrs.
RO Concentrate Flow: 1 Pond (South)	236,700 gallons

Sampled Date: December 13, 2019

Monthly Testing	TDS (mg/L)	Calcium (mg/L)	Magnesium (mg/L)	Total Hardness (mg/L)
BE	403.00	39.60	7.08	128.00
RHF	358.00	34.20	5.88	109.60
GRN	361.00	36.00	6.20	115.30

Date	Permeate Flow	Concentrate Flow	% Recovery	Permeate Conductivity	Hour Meter
13-Dec	0	0	0	0	366.60
16-Dec	0	0	0	0	381.60
18-Dec	0	0	0	0	390.60
19-Dec	0	0	0	0	390.60
23-Dec	0	0	0	0	409.60
26-Dec	0	0	0	0	422.90
27-Dec	0	0	0	0	427.90
30-Dec	0	0	0	0	440.90
31-Dec	0	0	0	0	445.90
1-Jan	0	0	0	0	455.90
6-Jan	0	0	0	0	455.90
8-Jan	0	0	0	0	464.60
10-Jan	0	0	0	0	473.10
13-Jan	0	0	0	0	488.10
15-Jan	0	0	0	0	498.10



**GREATROCK NORTH WATER AND SANITATION DISTRICT
ENGINEER'S REPORT
January 24, 2019**

Facility Activities

Box Elder Creek Ranch Subdivision

On July 31, 2019, Ramey Environmental Compliance (REC) assessed the condition of the air/vacuum valves in the vaults located in East 161st Court and East 160th Court. REC reported both valves are operating properly, but REC recommended a spare two-inch air release valve be stocked at the Box Elder Creek Ranch pump station. I concur with the recommendation as long as the spare component is tracked in the District's AllMax inventory and clearly labeled and stored at the Box Elder Creek Ranch pump station. Karl Heil is working on a process to track spare components before the valve is procured.

Rocking Horse Farms Subdivision

MMI has received an Estimate from Quantum Pump & Controls, LLC for improvements to the Rocking Horse Farms pump station to support potable water service to the Country Club Ranchettes Filing No. 1 development. With the County's recent approval of the Country Club Ranchettes Filing No. 1 final plat, MMI has communicated with Mr. Cass, of Quantum Pump & Controls, LLC, to clarify questions on the estimate. MMI will present the proposal to the Board for consideration at the March meeting.

Greatrock North Subdivision

No activity updates to report.

Operations

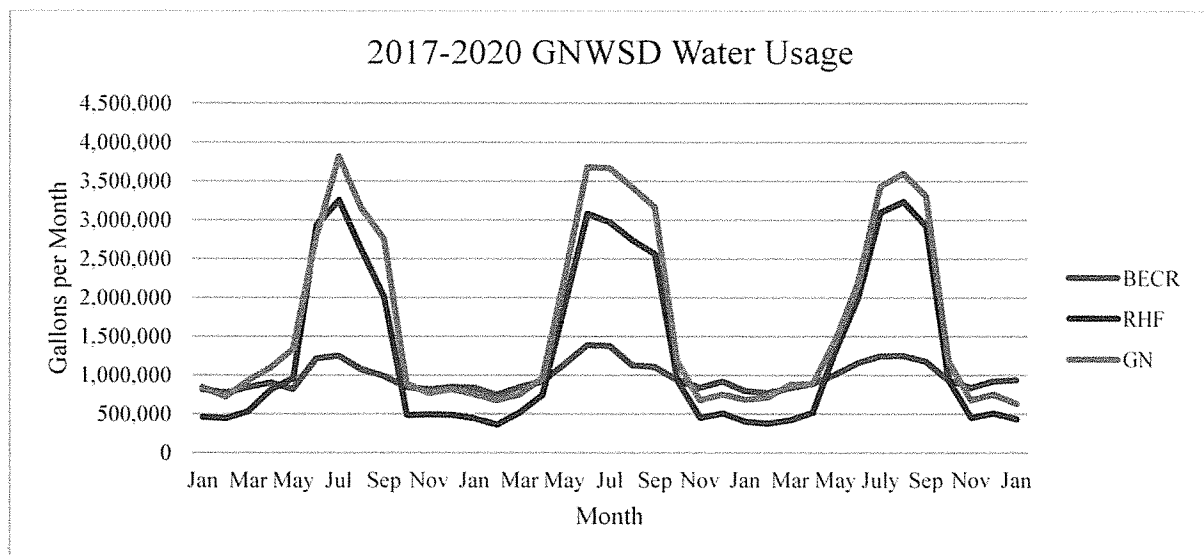
The 4th quarter operations meeting was conducted on Friday, October 18, 2019.

District-wide Activities

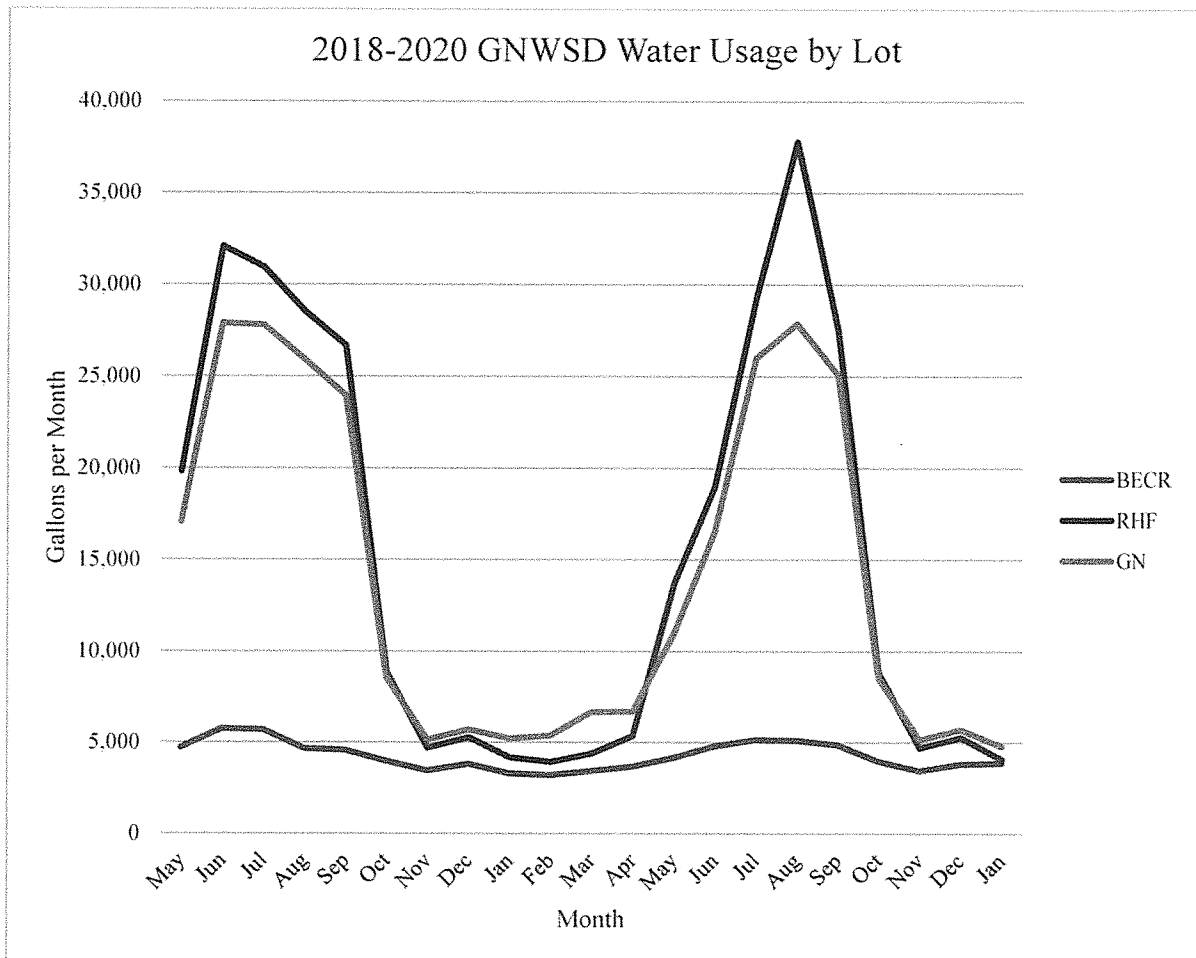
General Water Accounting

The SCADA computer failed on or about October 12, 2019. The data typically provided in the monthly Engineer’s Report has been unavailable in recent reports. However, on January 9, 2020, the daily reporting function was restored. Karl Heil is communicating with TLECC regarding some minor corrections to the daily report. 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
September (as of 09/22/19)	864,337	2,141,286	2,427,177
September (projected)	1,178,641	2,919,936	3,309,787
October	DATA NOT AVAILABLE		
November	DATA NOT AVAILABLE		
December (2019)	DATA NOT AVAILABLE		
January (as of 01/23/20)	693,455	343,013	469,1353
January (projected)	934,656	432,322	632,312



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



Water Augmentation Pumping

On January 9, 2020, the daily SCADA reporting function was restored, but Karl Heil is communicating with TLECC regarding some minor corrections to the daily report, including the "Well LFH-1" data used for augmentation reporting. Below is a summary of augmentation water pumped (gallons) for each month based upon the daily/monthly SCADA reports. This information is beneficial when evaluating monthly power billings.

2017, 2018, & 2019	LFH-1 (GN)	LFH-2 (RHF)	LFH-3 (BECR)
December (2018)	0	404,530 (until 12/07/18)	0
January	0	0	0
February	0	0	0
March	0	0	0
April (through 04/16/19)	0	0	0
May	9,993	1,378,379	30,088
June	480,300	0	0
July	432,550	303,669	3,678,279
August	303,669	432,550	4,304,560
September (through 09/22/19)	38,657	203,368	2,891,202
October	DATA NOT AVAILABLE		
November	DATA NOT AVAILABLE		
December	DATA NOT AVAILABLE		
January (2020)	TBD	0	0

Water Quality Tracking

Below are tables summarizing water quality, pond levels, and electricity usage.

Sample Date	TDS (mg/l)			Hardness (mg/l)		
	BECR	RHF	GN	BECR	RHF	GN
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.

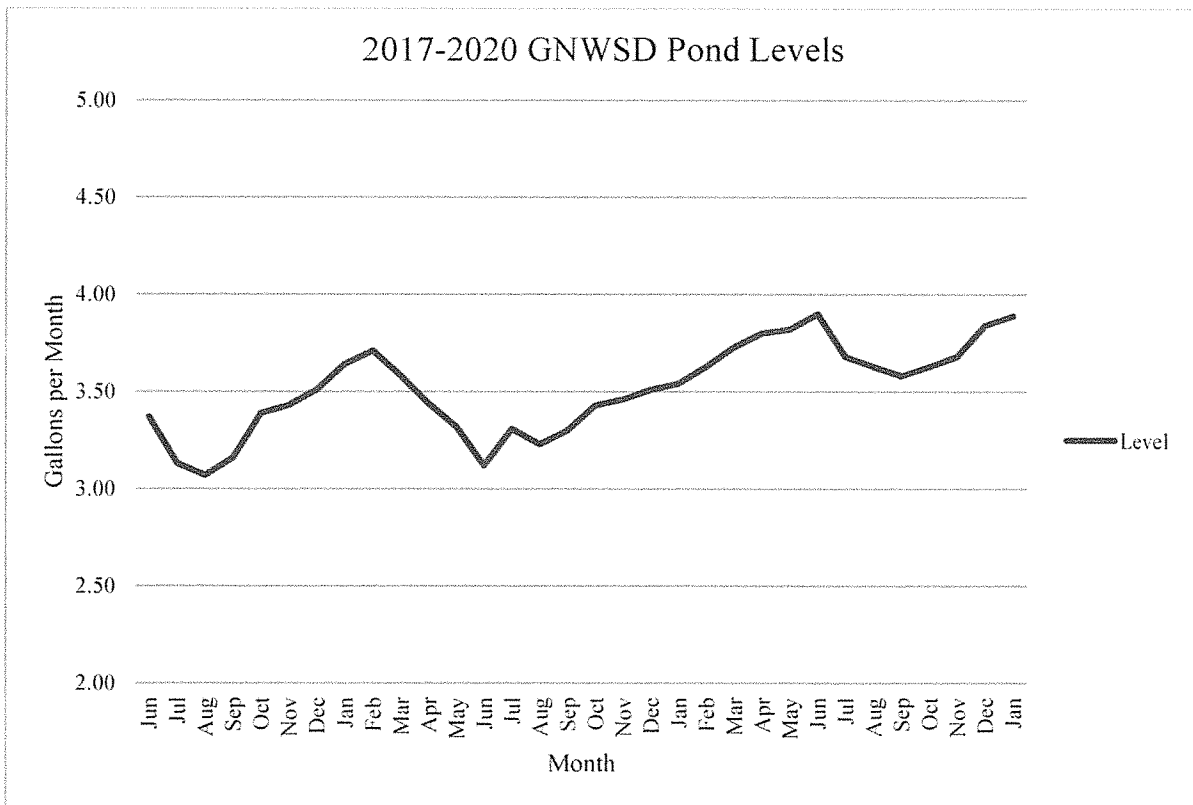
The maximum daily reverse osmosis runtime was decreased to 300 minutes (5.0 hours) on November 13, 2019.

Pond Level Management

On January 9, 2020, the daily SCADA reporting function was restored. There are approximately 9 inches of capacity available in the ponds and we will continue to monitor this data through the winter 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 23, 2020	3.89

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



United Power Billings

Below is tracking of the annual electrical usage and billings.

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

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

Below is year-to-date tracking of the electrical usage and billings for similar 12-month periods.

YTD Comparisons (12 months)					
Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
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

YTD Comparisons (12 months)					
Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
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

NOTE: United Power's energy rates changed in the billings issued on February 18, 2019.

Energy Category	2016 Rates	2017 Rates	2018 Rates	2019 Rates
C1 (Energy)	\$0.10900 / KWH	\$0.11219 / KWH	\$0.1122 / KWH	\$0.1078 / KWH
C1 (Demand)	-	-	-	\$1.00 / KW

CTD1 (On Peak)	\$0.15613 / KWH	\$0.15932 / KWH	\$0.1594 / KWH	\$0.1594 / KWH
CTD1 (Demand)	-	-	-	\$1.00 / KW
CTD2 (Off Peak)	\$0.05858 / KWH	\$0.06177 / KWH	\$0.0618 / KWH	\$0.0554 / KWH

Geographic Information System

SDMS, REC, and MMI met with MyAssetMap on October 21, 2019 to discuss adding information and records to the GIS site based upon discussions with Karl Heil and Nick Moncada.

Development Activities

Hayesmount Estates

The water system improvements were accepted by the District at the December 4, 2018 Board meeting. A warranty inspection was conducted with the developer's engineer on December 3, 2019. During the inspection, no issues associated with the construction of the water system improvements were identified.

Country Club Ranchettes, Filing 1 (f.k.a. Homestead Heights; reference PLT2019-00005)

The Adams County commissioners approved the final plat and subdivision improvement agreement on January 14, 2020. Mr. Scolnick is working on the details of the HOA to be organized and responsible for enforcement of stormwater facility maintenance.

MMI has asked Mr. Scolnick and his engineer, Manhard Consulting, for a meeting to discuss water system improvements, utility easements, and timing of the development.

Ridgeview Estates (PLT2019-00026)

The most request for comments received from Adams County is dated January 2, 2020. MMI reviewed the resubmittal and noted the District's comments to the previous submittal have not been addressed. The applicant, David Moore, indicated he never received the District's referral agency comments. Adams County's planner assigned the case represents the District's comments were provided to the applicant at a "RCC meeting". MMI provided the District's November comments directly to Mr. Moore on January 13, 2020. The District is working on a meeting with Mr. Moore to review the development project.

Country Club Ranchettes, Filing 2

Inclusion agreement activity will be reported under "Legal Matters".

Capital Activities

Updates on capital project activities to be provided under separate cover.



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Greatrock North Water & Sewer District

ORC Report

January 23, 2020

Pressure Investigation

We will need to wait until spring before we can put out the loggers again.

Valve Exercising

We have completed exercising the valves in Box Elder and Rocking Horse. In the past, it took 50 to 60 hours (\$4500) to complete this, but we are currently at 68 hours. The additional hours are due to the additional documentation we are doing this time around. I estimate it will take us another 30 to 40 hours (\$2250 to \$3000) to complete this project by the time we finish with Greatrock North, verify the valves that have issues, and following up on valves that we cannot find, but in the end, we should have a good dataset in the GIS program.

GIS

Worked with the SDMS to update GIS program with inspection information. We also requested to have lot plans, so we can provide more accurate information of the inspections.

SCADA Computer

The new computer is up and running. We have the Daily Report working consistently now and LFH-1 totalizer has not corrected. Andrew and I have worked out the issue with LFH-1 and it should be corrected by January 31, 2020.