

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE GREATROCK NORTH WATER AND SANITATION DISTRICT HELD MARCH 3, 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, March 3, 2020 at 4:30 P.M., at United Power, 500 Cooperative Way, Brighton, Colorado. The meeting was open to the public.

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#### ATTENDANCE

#### Directors In Attendance Were:

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

#### Also In Attendance Were:

David Solin; Special District Management Services, Inc. (“SDMS”)

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

Brad Simons, MMI Water Engineers, LLC (“MMI”)

Karl Heil; Ramey Environmental Compliance, Inc. (“Ramey”)

Nick Marcotte, P.E.; Element Engineering LLC (“Element”)

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#### 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, 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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## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Agenda:** Attorney Tanaka 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 Rogers and, upon vote, carried with Directors Wyckoff, Polliard, Rogers, and Lozano voting "Yes" and Director Fleck voting "No", the Board approved the Agenda as amended.

**Board of Director's Report:** The Board discussed the Department of Local Affairs ("DOLA") Upcoming Presentation and Statements with Mr. Marcotte and Mr. Simons.

**Monthly Manager's Report:** The Board discussed the format and information to be included in the monthly Manager's Report with Mr. Solin.

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### CONSENT AGENDA

**Consent Agenda:** The Board considered the following actions:

- Approve Minutes of the February 4, 2020 regular meeting and February 19, 2020 special meeting.
- Ratify approval of payment of claims through the period ending February 29, 2020, as follows:

General Fund	\$ 55,587.28
Debt Service Fund	\$ -0-
Capital Projects Fund	\$ 2,623.20
<b>Total Claims:</b>	<b><u>\$ 58,210.48</u></b>

- Operations and Maintenance Activities Report.
- Review water meter installations.
- Acceptance of cash position schedule and unaudited financial statements for the period ending January 31, 2020 and Inclusion Summary.

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

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### FINANCIAL MATTERS

There were no financial matters at this time.

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## RECORD OF PROCEEDINGS

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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 provided an update on the Alluvial Well No. 4 project. He noted that the flush surface well was constructed about two weeks ago and is at Eighty Foot (80') depth (primarily sand and gravel). Testing for water quality is in progress.

**Evaporation Pond:** Mr. Simons gave an update on the status of the project. He noted that work is in progress on the concentrate line alignment and that he is reviewing a large quantity of various documents being received for specifications from a CORA request made to East Cherry Creek Valley Water & Sanitation District.

**Reverse Osmosis Membrane System:** Mr. Marcotte gave an update on the status of the project stating that the anticipated time frame for final review and submission to the State will be April or May. He noted that the plan views are laid out and he is working on getting draft views to MMI and Ramey.

**Water Meter Upgrade Project:** The Board discussed the Water Meter Upgrade Project.

*Badger Meter Regarding Beacon Advanced Metering Analytics:* Following discussion, the Board directed Mr. Solin to price ERT Replacements and obtain updated proposals and information on the project for consideration at the next meeting.

**Proposal for Pump Capacity Increase:** The Board discussed a Proposal for Pump Capacity Increase.

Following discussion, upon motion duly made by Director Rogers, seconded by Director Wyckoff and, upon vote, unanimously carried, the Board approved the proposal for the pump station project and noted that the costs of the project will be covered by the system development fees paid by the developer.

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### OPERATIONS/ MAINTENANCE MATTERS

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

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### LEGAL MATTERS

**Country Club Ranchettes Filing No. 2 Inclusion Agreement:** Attorney Tanaka reported that she has not yet received updated legal descriptions and maps from

## RECORD OF PROCEEDINGS

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Mr. Scolnick which are required to prepare an updated petition for inclusion and provide the published public notice of hearing pursuant to Colorado law. Attorney Tanaka will continue to follow up with Mr. Scolnick regarding the status and timing.

**Water Rights Objection Update:** The Board discussed the Statement of Objection filed by the District in 19CW3231. Attorney Tanaka will request an update from Attorney Poznanovic regarding the next steps and timeline for the case.

### **OTHER BUSINESS**

**Status of Homestead Heights (Country Club Ranchettes #1):** Mr. Simons updated the Board regarding the status of Homestead Heights (Country Club Ranchettes #1). It was noted that the plat has been finalized with Adams County and the Mr. Simons is waiting on the Developer's engineer to provide him the Water Service Plan.

**Status of Hayesmount Estates:** Mr. Simons discussed with the Board the status of Hayesmount Estates.

**Status of Ridgeview Estates:** Mr. Simons updated the Board regarding the status of Ridgeview Estates. He noted that this is the third submission to the County and the District has fifteen (15) days to comment. However, he recommends no commenting until the balance due for Consultant's Fees are paid. Mr. Simons is scheduling a meeting with the Developer shortly.

**Status of Country Club Ranchettes #2 Inclusion:** Mr. Simons discussed with the Board the status of Country Club Ranchettes #2.

### **COMMUNITY COMMENTS**

There were no Community Comments before the Board at this time.

### **EXECUTIVE SESSION**

#### **EXECUTIVE SESSION:**

Pursuant to Sections 24-6-402(4)(b) and (e) of the Colorado Revised Statutes, upon motion duly made by Director Rogers, seconded by Director Wyckoff and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 6:13 p.m. for the purpose of receiving from the Board's attorney legal advice on specific legal questions and for discussing negotiations with third parties as authorized by Sections 24-6-402(4)(b) and (e), C.R.S. Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the Board's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at 6:39 p.m.

## RECORD OF PROCEEDINGS

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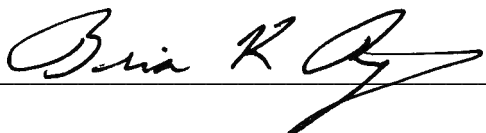
No action was taken by the Board.

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### 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,

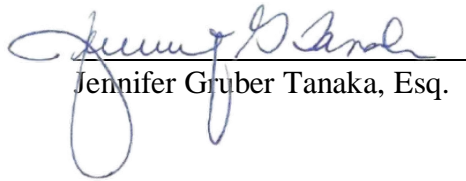
By  \_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### Attorney Statement Regarding Privileged Attorney-Client Communication

Pursuant to § 24-6-402(2)(d.5)(II)(B), C.R.S., I attest that in my capacity as general counsel representing the Greatrock North Water and Sanitation District (the “District”), I attended the Executive Session on March 3, 2020, for the sole purpose of conferencing with the District’s Board of Directors for the purpose of giving legal advice and for discussing matters subject to negotiation as authorized by Section 24-6-402(4)(b) and (e), C.R.S. I further attest that it is my opinion that all or a portion of the executive session discussion constituted attorney-client privileged communication as provided by § 24-6-402(4)(b), C.R.S., and based on that opinion, no further record, written or electronic, was kept or required to be kept pursuant to § 24-6-402(2)(d.5)(II)(B), C.R.S.

  
Jennifer Gruber Tanaka, Esq.



**GREATROCK NORTH WATER AND SANITATION DISTRICT**  
**ENGINEER'S REPORT**  
**February 21, 2020**

**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 161<sup>st</sup> Court and East 160<sup>th</sup> 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**

With the County's recent approval of the Country Club Ranchettes Filing No. 1 final plat, MMI is working with Mr. Cass, of Quantum Pump & Controls, LLC, to address pump station improvements, including the addition of pump(s), installation of a variable frequency drive on the high-service pump, and generator replacement. MMI will present a cost summary to the Board for consideration at the March meeting.

**Greatrock North Subdivision**

No activity updates to report.

**Operations**

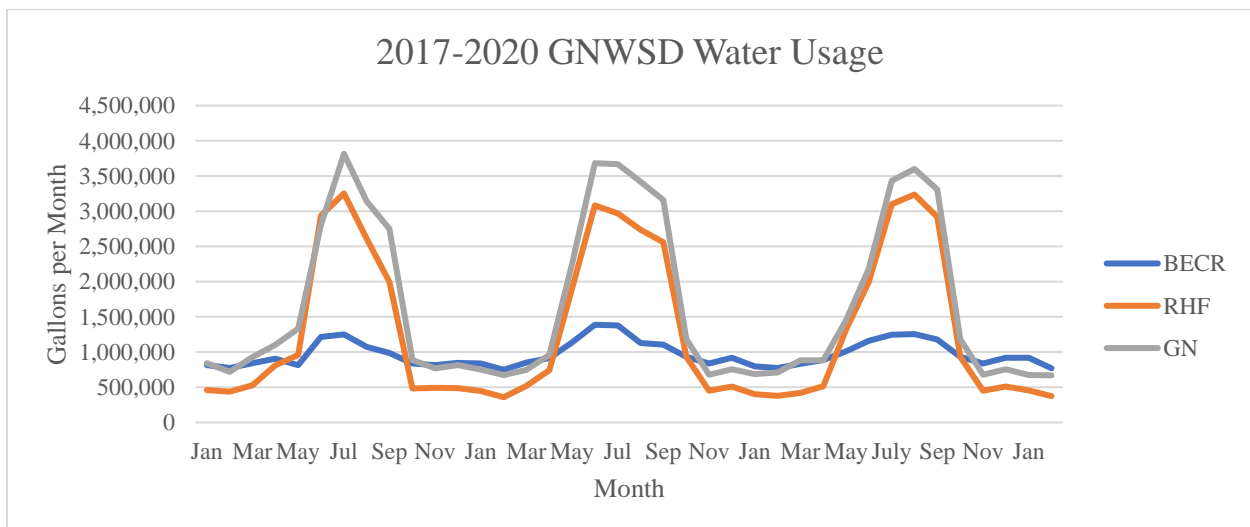
The 4th quarter operations meeting was conducted on Friday, October 18, 2019. Brad has contacted Lisa, David, and Karl regarding scheduling the 1st quarter meeting for 2020.

**District-wide Activities**

**General Water Accounting**

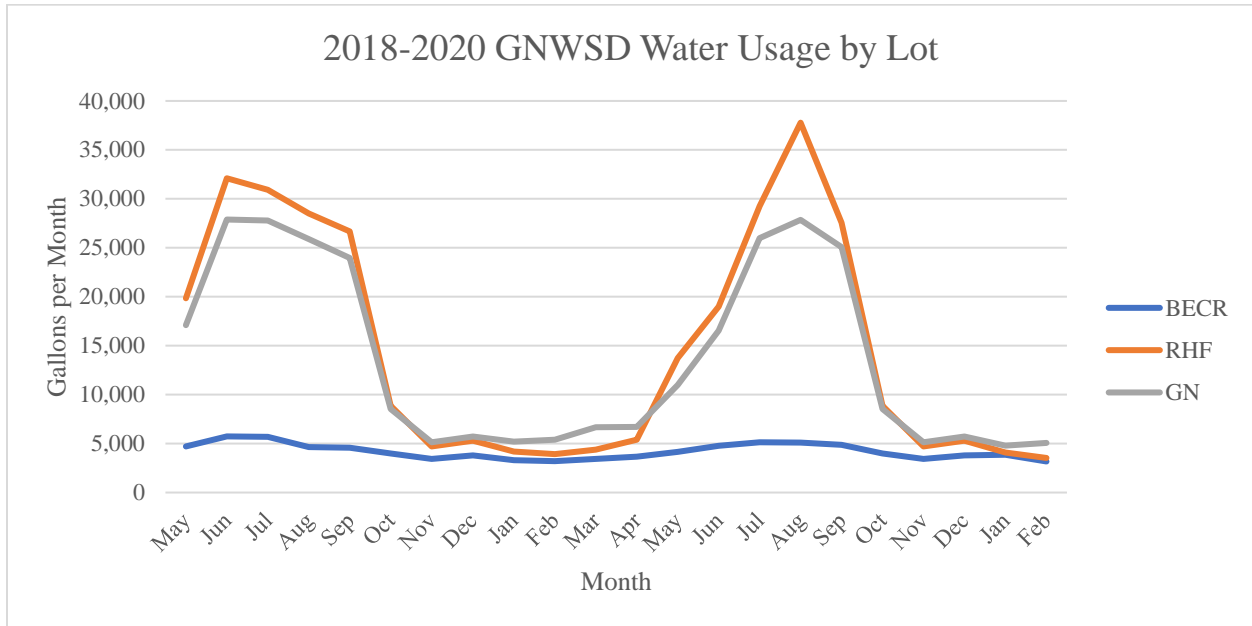
The SCADA computer failed on or about October 12, 2019. The data typically provided in the monthly Engineer’s Report was unavailable for a number of reports. However, on January 9, 2020, the daily reporting function was restored. Below is a tabulation and graph of water usage (gallons) for each month 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	<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 (as of 02/20/20)	529,413	258,255	462,006
February (projected)	767,649	374,470	669,909





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. 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	<b>DATA NOT AVAILABLE</b>		
November	<b>DATA NOT AVAILABLE</b>		
December	<b>DATA NOT AVAILABLE</b>		
January (2020)	TBD	0	0
February	0	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
February 7, 2020*	431	421	422	155	148	149
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.

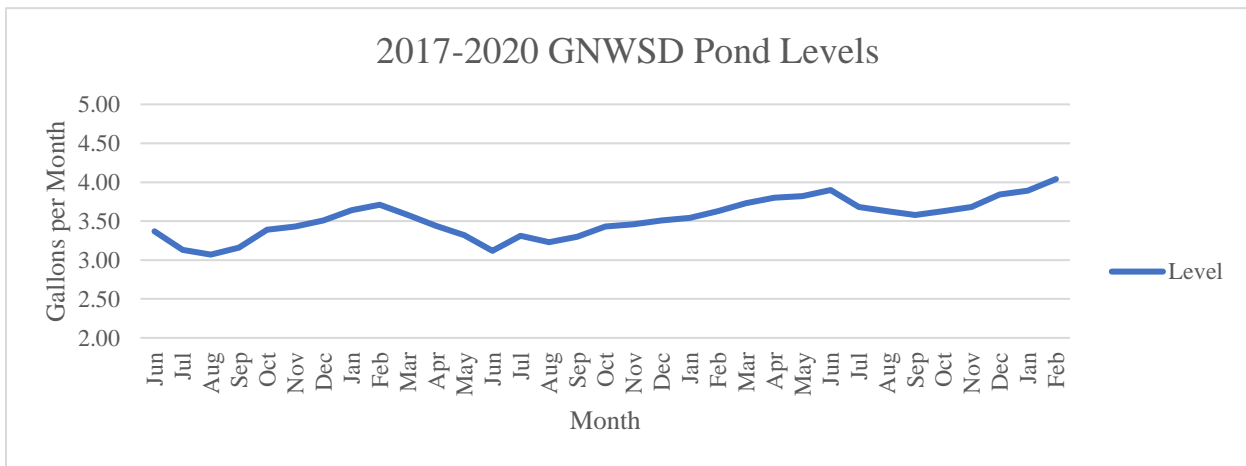
Pond Level Management

On January 9, 2020, the daily SCADA reporting function was restored. There are approximately 7 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 31, 2020	3.92
February 20, 2020	4.04

# 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
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 is year-to-date tracking of the electrical usage and billings for similar 1-month periods.

YTD Comparisons (1 month)					
Energy Usage (KWH)					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	1,928	15,960	2,920	5,640	26,448
2017	2,418	13,240	4,560	6,080	26,298
2018	2,073	16,440	4,680	6,720	29,913
2019	2,708	9,440	1,880	5,600	19,628
2020	2,356	11,240	2,520	3,880	19,996

YTD Comparisons (1 month)					
Billing Amount					
Year	Alluvial Wells	BECR	RHF	GN	Total
2016	\$231.55	\$1,276.60	\$279.51	\$477.25	\$2,264.91
2017	\$283.56	\$1,146.87	\$412.09	\$538.69	\$2,381.21
2018	\$252.57	\$1,375.07	\$422.34	\$570.31	\$2,620.29
2019	\$323.84	\$841.63	\$190.94	\$493.54	\$1,849.95
2020	\$289.69	\$989.78	\$238.65	\$350.09	\$1,868.21

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.

During the December 3, 2019 warranty inspection, the developer asked about the distribution system pressure to the subdivision. On January 17, 2020, Mike Atwood took pressure readings at the addresses below in the subdivision.

Address	Pressure
29240 East 165 <sup>th</sup> Avenue	60 psi
29300 East 165 <sup>th</sup> Avenue	60 psi
29350 East 165 <sup>th</sup> Avenue	62 psi
29400 East 165 <sup>th</sup> Avenue	64 psi

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 received the Water System Improvement construction documents for Filing No. 1 for review.

Ridgeview Estates (PLT2019-00026)

The most request for comments received from Adams County is dated January 2, 2020. MMI reviewed the resubmittal and advised the County 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**

**February 20, 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. All of the data collected so far has been uploaded to the GIS Program. We plan to stop exercising the valve again next week.

#### SCADA Computer

The new computer is up and running. All of the flow data in the Daily Report appears correct now.