

## 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 MAY 5, 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, May 5, 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 Rogers  
Dave Lozano

##### Also In Attendance Were:

Lisa A. Johnson; CliftonLarsonAllen LLP (“CLA”)  
Jennifer Gruber Tanaka, Esq.; White Bear Ankele Tanaka & Waldron, P.C.  
Brad Simons P.E.; MMI Water Engineers, LLC (“MMI”)  
Karl Heil & Mike Murphy; Ramey Environmental Compliance, Inc. (“REC”)  
Nick Marcotte, P.E.; Element Engineering LLC (“Element”) (for a portion of the meeting)  
Dawn Schilling; Schilling & Company, Inc. (for a portion of the meeting)  
Alan Matlosz; George K. Baum & Company (for a portion of the meeting)

#### **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.

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### 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 Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board approved the Agenda as amended.

### 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 April 7, 2020 regular meeting
- Ratify approval of payment of claims through the period ending April 30, 2020 as follows:

General Fund	\$ 47,665.79
Debt Service Fund	\$ -0-
<u>Capital Projects Fund</u>	<u>\$ 23,450.97</u>
<b>Total Claims:</b>	<b>\$ 77,116.76</b>

- Operations and Maintenance Activities Report.
- Review water meter installations.
- Acceptance of cash position schedule and unaudited financial statements for the period ending March 31, 2020 and Inclusion Summary.
- Ratify Approval of First Addendum to the Independent Contractor Agreement ("ICA") with Diversified Underground, Inc.
- Ratify Approval of Independent Contractor Agreement with Utility Service Solutions.

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

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### **Financial Matters**

#### Review and Consider Acceptance of the 2019 Audited Financial Statements and Authorize Execution of Management Representation Letter

Ms. Schilling presented the 2019 Audit to the Board.

Following review, upon a motion duly made by Director Rogers, seconded by Director Polliard and, upon vote, unanimously carried, the Board accepted the 2019 Audit and authorized execution of the Management Representation Letter.

#### Presentation on Analysis of the District's 2010 Bonds and the Potential Savings from a Refinance

Mr. Matlosz summarized his analysis of a potential refinancing of the 2019 bonds. Preliminary analysis shows a potential savings of around \$250,000. The Board asked Mr. Matlosz if there is any reason not to proceed and Mr. Matlosz responded that he sees no reason not to move forward with refinancing. The Board agreed. Mr. Matlosz will provide an engagement letter to the Board for the transaction. He will also continue to monitor the market and work on a refinancing, reporting to staff in the next few months on status.

### **Engineer's Report**

Mr. Simons presented the May 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 on the third Alluvial Well. He has been in discussions with BBA regarding a recommendation for drilling of the next alluvial well. He continues to work with them on finalizing the recommendation. Mr. Simons will reach out to Henrylyn Irrigation District regarding when they will start flowing water to the canal, to coordinate activities, to see if the canal influences the well in any way.

##### Evaporation Pond

Mr. Simons provided an update to the Board regarding the progress he has made on the evaporation pond project to date. The committee met to identify the best option for concentrate line alignment, determining they will utilize public right-of-ways as much as possible but will need to use private easements as well. Ms. Johnson informed the Board that letters were mailed to property owners and owners were asked to contact Director Fleck or Mr. Simons regarding obtaining access. Easements will need to be negotiated with these property owners as part of the pond project.

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Mr. Simons's goal is to have the submittal to the Colorado Department of Public Health and Environment ("CDPHE") 90% complete in two weeks, followed by scheduling a committee meeting for final review prior to submitting to CDPHE. Mr. Simon's anticipates a late summer or early fall for beginning of construction.

### Reverse Osmosis Treatment Facility

Mr. Marcotte reported on the progress made related to the Reverse Osmosis Treatment Facility upgrade, noting design is on schedule. Mr. Marcotte informed the Board that draft plans have been completed and submitted to the committee for review. The Committee will meet next week to review the plans and provide comments. Mr. Marcotte is planning to submit plans to CDPHE by month's end.

The Board asked Mr. Marcotte to update the project timeline and present at a future meeting.

### Water Meter Upgrade Project

The Board discussed the Water Meter Upgrade Project.

### Review and Consider Approval of the proposal from Badger Meter regarding Beacon Advanced Metering Analytics

Ms. Johnson updated the Board on the proposal from Badger Meter related to the meter upgrade project, noting that the proposal is within the budgeted amount for this project. Ms. Johnson is waiting for one additional proposal from a vendor related to the cost of installation and will provide this information to the committee at the next committee meeting. Once a vendor is selected, Ms. Johnson will work with staff and the outside vendors to schedule a project kick-off meeting.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board ratified approval of the proposal from Badger Meter regarding Beacon Advanced Metering Analytics.

### Rocking Horse Farms Facility Modifications

Mr. Simons reported that the Rocking Horse Farms facility modifications installation is to begin on May 6, 2020 and he anticipates completion within three weeks.

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### **Operations/ Maintenance Matters**

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

#### Discuss status of Curb Stop exercising in Box Elder Creek Ranch

Ms. Johnson reported that the 2019 curb stop exercising project was only 60% completed by the previous contractor. REC will provide a proposal to complete the curb stop exercising in Box Elder Creek Ranch. Mr. Murphy will advise whether REC is able to perform without subcontracting the work out and charging the markup to the District. Mr. Murphy will provide a proposal or a recommendation, if REC is unable to complete the project.

#### Ratify Approval of Proposal from RESA Power for Transfer Switch Maintenance in the Amount of \$1350

Mr. Heil presented the proposal to the Board.

Following discussion, upon a motion duly made by Director Wyckoff, seconded by Director Polliard and, upon vote, unanimously carried, the Board ratified approval of the Independent Contractor Agreement with RESA Power for Transfer Switch Maintenance, not-to-exceed \$1350.

#### Discuss Backflow Testing Services

Director Fleck asked where the backflow devices are located. Mr. Heil responded that the backflow devices are located on the irrigation systems at all three facilities, in addition to the hydrant meters.

#### On-Call Emergency Water Line Repair Services - Hirschfeld Backhoe & Pipeline

Mr. Heil presented a proposal from Hirschfeld Backhoe & Pipeline regarding on-call emergency water line repair services.

Following review, the Board approved the proposal. Attorney Tanaka will draft an Independent Contractor Agreement for Board review.

#### Fifth Addendum to the Independent Contractor Agreement with REC for Expanded ORC Services

Ms. Johnson presented the Fifth Addendum to the Independent Contractor Agreement with REC for expanded ORC Services to the Board.

Following review, upon a motion duly made by Director Wyckoff, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Fifth Addendum to the Independent Contractor Agreement with REC for

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expanded ORC Services to the Board.

### **Legal Matters**

#### Status of Country Club Ranchettes Filing No. 2 Inclusion Agreement

Attorney Tanaka noted that there is no update at this time.

#### Update on the Engagement of a Firm for Accounting Services

Ms. Johnson updated the Board on the status of the agreement with CliftonLarsonAllen LLP (“CLA”) for accounting services. Director Fleck has identified several items within the agreement that he wishes to negotiate with CLA. The Board discussed the information.

Following discussion, upon a motion duly made by Director Polliard, seconded by Director Rogers and, upon vote, unanimously carried, the Board authorized Director Fleck to attend a call with CLA to negotiate an engagement letter to the benefit the District if possible.

### **Other Business**

#### Status of Homestead Heights (Country Club Ranchettes #1)

#### Review and Consider Approval of Utility Easement Agreement between the District and Greatrock North Homeowner’s Association

Ms. Johnson presented a Utility Easement Agreement provided and negotiated by the property owner of Homestead Heights. This easement is needed to connect the water system from Greatrock North to Homestead Heights subdivisions.

Following review, upon a motion duly made by Director Polliard, seconded by Director Rogers and, upon vote, unanimously carried, the Board approved the Utility Easement Agreement between Greatrock North Homeowner’s Association and the District.

#### Status of Hayesmount Estates

No new update was provided at this time.

#### Status of Ridgeview Estates

No new update was provided at this time.

#### Status of Country Club Ranchettes #2

No new update was provided at this time.

### **Community Comments**

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

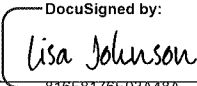
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### Adjournment

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

Respectfully submitted,

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



Date: April 24, 2020  
To: Greatrock North Water and Sanitation District, Board of Directors  
From: Lisa A. Johnson, Interim District Manager  
Re: May 5, 2020 Manager's Report

**Agenda Action Items**

**II.A. Consent Agenda**

1. Approve the Minutes of the April 7, 2020 regular meeting.
2. Ratify approval of the payment of claims for the period ending April 30, 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 March 31, 2020 and Inclusion Summary.
6. Ratify approval of First Addendum to Independent Contractor Agreement with Diversified Underground, Inc.

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

**III.A 2019 Audited Financial Statements**

The 2019 audited financial statements are complete and ready for presentation to the Board. Ms. Schilling is planning to attend the meeting via Zoom to present this information to the Board. Mr. Weaver has provided his comments to Ms. Schilling and are incorporated into the draft audit in the Board packet. Attorney Tanaka will review the statements and provide any comments to Ms. Schilling prior to the meeting.

**I recommend acceptance of the 2019 Audited Financial Statements.**



### **III.B 2010 Bonds and Potential Refinance**

Mr. Matlosz recently contacted Attorney Tanaka regarding an analysis of the 2010 bonds and potential refinance. Mr. Matlosz is planning to attend the May meeting via Zoom to present his findings to the Board.

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

During the May Committee meeting, I presented information regarding the meter upgrade project and software. Directors Fleck and Wyckoff were in support of moving forward with the proposal. I have been working with Mr. Cordova to communicate the desire to move forward with Badger Meter and Beacon software and to obtain another proposal for installation. I should have 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**

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

### **VII.C. Ridgeview Estates**

Additional developer deposit was received in the amount of \$2,000.

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

I recently spoke with Mr. Scolnick regarding an update on this project. He indicated to me that his water rights attorney is working on providing the District the information we required and will send that to Attorney Poznanovic when complete. He also indicated he would send additional developer deposit in the amount of \$22,000. I did confirm that funds were received by Marchetti & Weaver.

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

Attorney Poznanovic has reviewed the February and March resumes and did not find any cases he recommends the District oppose.

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

The Committee met via GoToMeeting on April 17, 2020. A summary of the discussion is as follows:

A. Capital Projects

1. Concentrate Pond (distributed separately by Brad) - Brad presented his memo and associated documents. Meeting has been scheduled for April 23, 2020 at 9 am (meet at BECRWF) to review concentrate line alignment.  
Lisa to provide GL activity on pond project to Rob and John for 2019 ad 2020.  
  
Lisa to provide chart of accounts to John for 2020.
2. Meter Upgrade Project (enclosure – 002a and 002b) - Lisa presented the materials. John and Rob agreed to move forward with necessary documents to engage Badger Meter to purchase the meter upgrades and Beacon Software and to engage REC for installation.
3. RO Treatment Plant Upgrade - Brad provided an update. Brad and Karl have reviewed the set of plans and provided comments. Nick to incorporate comments and then Lisa to schedule meeting with the working group to review final plans. Nick to update project schedule.
4. Alluvial Well – Brad will provide his recommendations via written memo at the May Board meeting.

B. Meter Reading Proposals (enclosures – 003a and 003b) – Lisa presented. Two proposals, one from USS and one from REC. Lisa recommends USS. Rob and John agreed. Lisa to work with Jennifer to draft ICA.

C. Source Water Protection Planning – Lisa and Brad presented. BBA to investigate and provide feedback.

D. COGCC Rulemaking Process (enclosure - 004) – Lisa presented Chris’s email. Rob and John agree to ask Chris to provide additional information and participate as a Stakeholder.

**1<sup>st</sup> Quarter Inspection**

The 1<sup>st</sup> quarter inspection was held via GoToMeeting on April 9, 2020. Director Wyckoff, Mr. Simons, Mr. Heil and I attended. A summary of the items discussed is as follows:

**Greatrock North Pump Station and Distribution System:**

1. A cracked flange in the flow meter vault was identified. Mr. Heil will have his staff repair.
2. Distribution system pressure monitoring is within normal range.

3. Brad to draft an article for the next newsletter and inclusion on website regarding maintaining pressure reducing valves.

*Rocking Horse Farms Pump Station and Distribution System:*

1. Future Capital Project – pop top off of water tank, add capacity and replace roof.
2. Distribution system pressure monitoring is within normal range.

*Box Elder Creek Ranch Pump Station and Distribution System:*

1. Karl will remove old computer.
2. Karl to solicit a bid from Northern Colorado Constructors to clean rocks in concentrate line.
3. Curb Stop exercising by Redman was 60% completed in 2019. Board to determine next steps.
4. Flow meter was removed as it was no longer needed.

*Hayesmount Estates Distribution System:*

1. Retest flow control valve – Karl and Brad to schedule this in the next few months.

*Other Operational Items:*

1. Brad to draft an article for the next newsletter and inclusion on the website regarding water leaks – if you see it, report it!!
2. Discussed solar powered signs for notification of water leaks.
3. Director Wyckoff will post on NextDoor the phone number to call in the event of a water emergency
4. Karl will contact contractors regarding providing emergency/on-call services to the District.
5. Karl to update Emergency Response Plan
6. Karl to provide options to valve handle extensions.

**Update on Management, Accounting, and Billing Services**

The transition of management, accounting and billing services from SDMS is moving along smoothly. I have received two flash drives containing the digital files. SDMS also deposited @14 boxes of paper files etc. at the Box Elder Creek Ranch Pump Station. I will schedule a time in the coming weeks to go out there and review the information.

As of the writing of this report, accounting services were still being discussed. Due to the information included in the CLA engagement letter, Director Fleck would like to work with Attorney Tanaka to review and understand this information in more detail and explore all options.

Billing services is on track to transition by April 30, 2020. Ms. Peters at CLA has been working diligently with SDMS to gather the files, reports, databases etc. to upload into the CLA billing software. It recently came to my attention that SDMS had terminated the contract with Xpress Bill Pay for the lockbox and online payment processing. Due to this, Ms. Peters is exploring options for lockbox services. CLA uses "Point and Pay" for online payment options. A notification to rate payers will be prepared once all services are set in stone.

Utility Sales and Services, LLC has been selected to provide meter reading services. The Independent Contractor Agreement is in the process of being executed.

Diversified Underground, Inc. has agreed to provide expanded locate services. They will now receive all locate tickets from UNCC, process them and locate when determined necessary.

Staff at White Bear Ankele Tanaka and Waldron will now maintain the GIS system. They are also maintaining the website at this point but plans to transition that to CLA are in the works.

Ramey Environmental Compliance is interested in expanding their services to include emergency water meter responses and/or any other field related services. I am in the process of working with them on an addendum.

Backflow preventer testing is a service that I am exploring options to cover.



**GREATROCK NORTH WATER AND SANITATION DISTRICT  
ENGINEER'S REPORT  
April 26, 2020**

**Facility Activities**

**Box Elder Creek Ranch Subdivision**

No activity updates to report.

**Rocking Horse Farms Subdivision**

Quantum Pump & Controls, LLC, is procuring the pump and drives for the pump station improvements and will provide a schedule for installation once established.

**Greatrock North Subdivision**

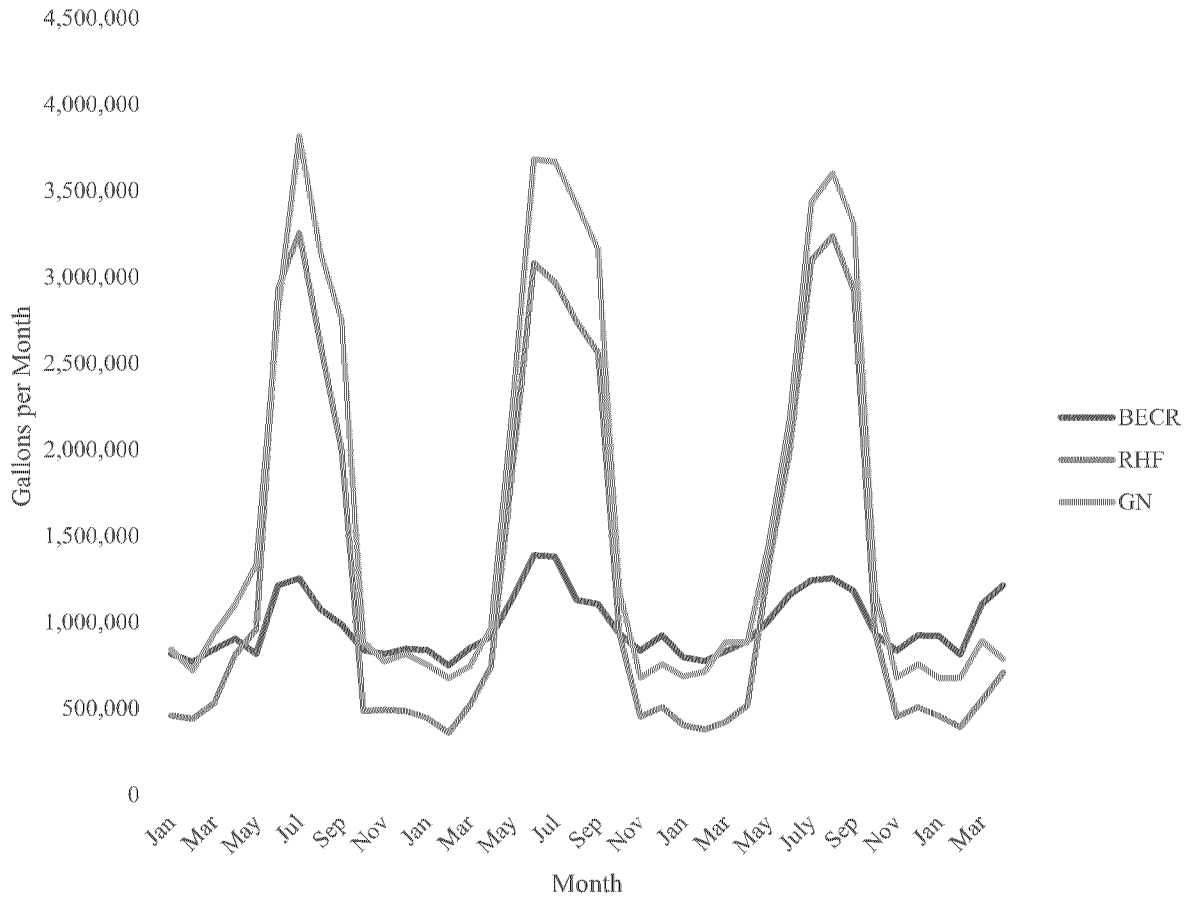
No activity updates to report.

**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
<i>April (projected)</i>	<i>1,212,974</i>	<i>707,370</i>	<i>783,946</i>

### 2017-2020 GNWSD Water Usage



### 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
April 2020	LABORATORY RESULTS PENDING					
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.

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
March 18, 2020	4.03
April 25, 2020	4.04

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



United Power Billings

**No updated United Power billings for the reports to the Board in April and May meetings.**

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 last month's 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

### **Development Activities**

#### Hayesmount Estates

No engineering activity.

#### Country Club Ranchettes, Filing 1

MMI provided comments on the water system improvements construction documents to Manhard Consulting on April 20, 2020. Manhard has responded to the comments in a resubmittal, dated April 22, 2020. The developer has asked to complete the off-site water line components and Lisa has approved, as long as the work is limited to the easements secured and as long as the materials have been reviewed and approved by the District. Jay's project manager, Rick Hassett, is working on submittals for review.

#### Ridgeview Estates (PLT2019-00026)

On April 20, 2020, the District provided the developer a copy of the form of utility easement agreement and requested revised construction documents for the water system improvements.

#### Country Club Ranchettes, Filing 2

No engineering activity.



## ENGINEER'S PROGRESS REPORT

**Date:** April 24, 2020  
**To:** Greatrock North Water and Sanitation District  
**From:** Element Engineering  
**Job No.** 0041.0001  
**RE:** Monthly Engineers Report

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### Water Treatment Plant Improvements - Design

Design of the water treatment plant is ongoing with interior and exterior piping being set both horizontally and vertically. Preliminary site and grading plans have been completed. Equipment has been laid out and situated in the building floorplan.

Progress plans were sent to MMI and Ramey Environmental on March 30th. A review meeting was held to discuss comments and gather input on the drawings from the design team on April 16th. We are currently working on updating the plans per the comments received. These updated plans will be sent to the district board and design team by the week of May 4th.

Plans and a Basis of Design Report (BDR) will be submitted to CDPHE by the end of May. During CDPHE review Element will continue to move the design forward and will be working with subconsultants on their respective areas of the design (structural, MEP, electrical, etc).

### Equipment Submittal Review

Element has reviewed and approved the Prominent antiscalant feed skid submitted by Worth Hydrochem. We received the RO equipment submittal drawings that are being used in our design. We have requested a full technical submittal from the equipment manufacturer Marlo. Marlo indicates this will be sent to Element next week (week of April 27<sup>th</sup>).



**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**

**April 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. Waiting to start Greatrock.

#### Internet Access

We stopped receiving daily reports on 3/20/2020. Mike Atwood, with REC, tried rebooting the computer and troubleshooted the router, but he could not figure out the issue. We called CenturyLink to troubleshoot the issue. They confirm that they could not see the router. Karl Heil, with REC, went out to Box Elder to complete the checks the technician had provided him on the phone. All of the connects appeared to be ok, but the router lights were not indicating that it was connected to the internet. Called CenturyLink back to schedule one of their technicians to troubleshoot the issue.

On April 6, 2020, CenturyLink was on site and they discovered that the router was not functioning correctly. They double checked all the connections and they were ok. They replaced the router and established an internet connection. We started to receive the daily reports again, but only on April 6<sup>th</sup>, so Mike Atwood rebooted the computer on April 9<sup>th</sup>, and we started to receive the reports again.

#### Transfer Switch Gear Maintenance

We solicited a quote for maintenance to the transfer switch from RESA Power. The total cost is \$1350 for maintenance on 2 transfer switches. Box Elder transfer switch was not included because it was going to get replaced later this year. They will perform a modified maintenance on the transfer switches because we cannot completely de-energize both sources. We will schedule the maintenance as soon as possible. Quote is included in this report.

#### Greatrock North Pump Failure

On April 22, 2020, the small distribution pump (Pump #1) failed at Greatrock North. Mike Atwood had noticed it was making noise on Friday, April 17, 2020 and since ESD was out there on the 22<sup>nd</sup>, they checked the pump. They found that the pump needs to be rebuilt and a motor bearing replaced. When we tried to use the larger pumps, they would not maintain a consistent system pressure and they would not operate consistently with the small pump out of service. The pump would ramp up to a system pressure of 50 PSI and then stop operating until the pressure went down to 20 PSI. We operated a spare pump manually until TLECC was able to look at it.

TLECC reported that the pressure settings were incorrectly programmed. They were able to change the set points in the PLC. TLECC recommends we make programming changes so the

three service pumps work together based on pressure and REC agrees. Dave, with TLECC, will provide us recommendations and a cost estimate on the proposed changes.

REC is currently working on a quote to repair the small pump.

Emergency Service Providers:

We have reached out to EZ Excavating, DeFalco Construction, Hirschfeld Backhoe & Pipeline and Juan Blanco. Status of each provider is below:

1. EZ said no thank you.
2. Blanco said they were going send over their pricing, but we have not received as of 4/23/2020.
3. DeFalco Construction – they are going to send over a pricing sheet, but we have not received as of 4/23/2020.
4. Hirschfeld Backhoe & Pipeline – has sent over a price sheet. It was forwarded to the District Manager.

All vendors have been contacted multiple times. Hopefully, we will hear back from more of them.

Leak on Timber Cover Street

Following is the completed action for the leak on Timber Haven Street.

Executive Summary – the leak has been repaired. The asphalt was repaired on April 23, 2020. The valves were completely shut, and the flow was stopped of Timber Haven using a longer handled valve key on April 23, 2020. REC recommends purchasing a longer handled valve key or extending the handles on the one at Box Elder. REC recommends purchasing a new air release and we will provide you a quote this.

Below is a log of events related to the leak:

4/6/2020

0800 – Notified there was a possible leak at 16521 Tree Haven Street.

0840 to 1000 – Arrived on site and there was water flowing from underneath the asphalt. The HOV shut of the irrigation pumps to see if the irrigation piping was leaking. This had no effect on the flow from the leak.

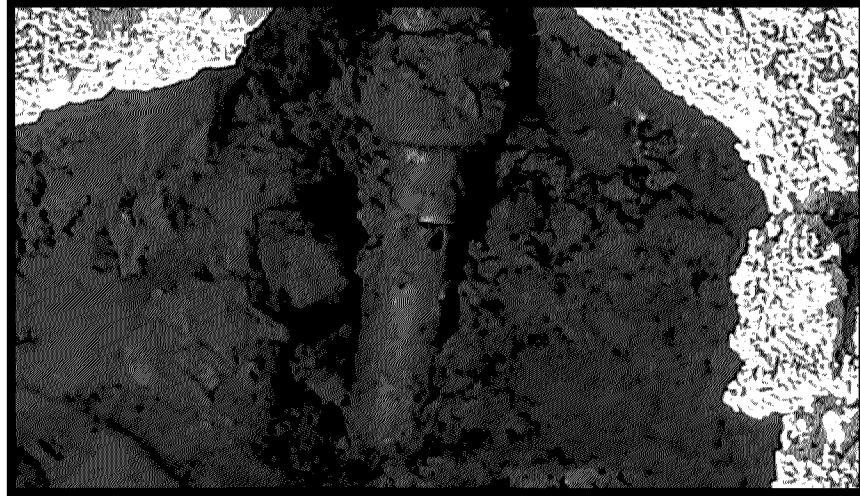
1000 to 1200 – Tried to isolate the leak by shutting the valves at Stroilway St & Tree Haven and at Tree Haven & Umpire St. Open and closed all valves several time but the flow did not stop. Opened the fire hydrant close the to leak several to bleed off the pressure, but the pressure would not decrease which indicated that there was still an open valve. Contacted Brad to make sure I was isolating the correct valves and he confirmed that they were the correct valves. We also contacted several contractors to repair the pipe.

1200 to 1500 – NCC was on site. Cancelled all other contractors. NCC assessed the leak and called for their pipeline repair crew and locates. The pipeline repair crew were on site at approximately 1400 hours, but the backhoe was not on site until 1430 to 1500 hours.

Attempted to seal valves by exercising them. I also tried close other valves upstream to isolate the area, but this did not help the flow coming from the leak. Contacted Brad again to review options. Brad reviewed the plans and sent me a map show all the valves upstream of the ones currently closed.

1500 to 1715 – Tried to isolate area based on the map Brad sent. The flow decreased but not enough. Tried isolating valves on the main lines on Timber Cove St, but this did not help. Since the contractor was on site and eating up money just sitting around, we shut off the main line to

the whole Box Elder Subdivision. NCC excavated the leak and found a pea sized hole in the side of a 2-inch copper pipe for an air release. The air release is on the line to release air from the system. NCC was able to stop the leak by closing corporation stop (valve) which was located between the leak and the waterline. As a general practice, corporation stops are installed whenever a waterline is tapped. Since this tap was for an air lease, it was installed on the top of the pipe make putting the corporation stop in the vertical position making it impracticable to install a valve box so it could be accessed from above. The excavation was left up overnight so it could be repaired the following day. Water was restored at approximately 1650 hours. System was total back to normal by 1715 hours.



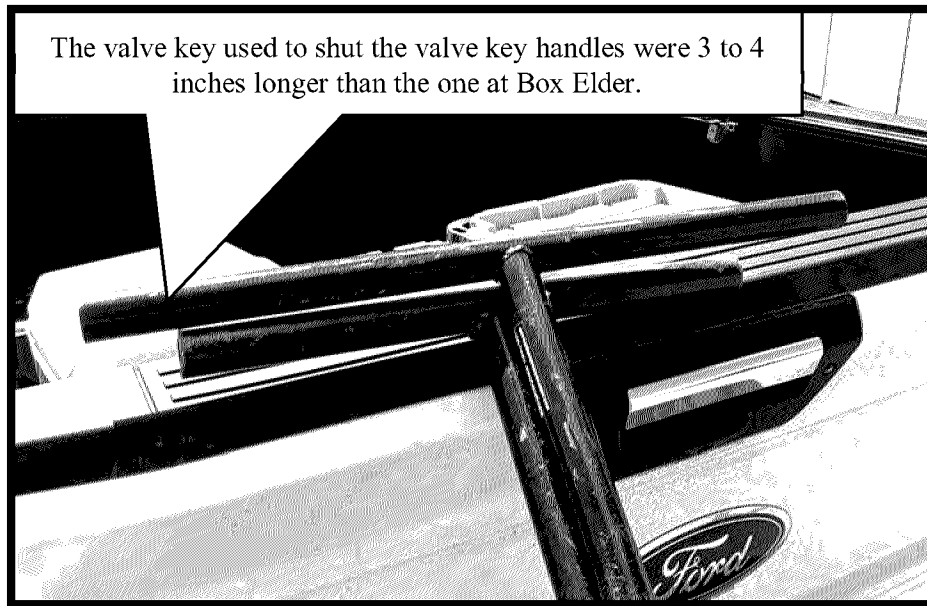
Picture of the leak

4/7/2020 – The repairs are complete. When we pressurized the air release, it started to leak. In order the shut off the air release, they had to dug it up to shut the valve. It is still leaking - very little. We could not get the information from the air release because the tag had corroded away. You may notice that the corner on the drive apron is missing. It was cracked and separated before we started the repairs and unfortunately, I do not have any pictures before we started the repairs.



Picture of Repair as of 4/7/2020

4/23/2020 – Went to Timber Haven Street with a longer handled valve key to try to shut water valves to see if the street could be isolated. After opening and closing the three valves twice, the valves did stop the flow of water. The longer handles allowed us to apply more torque to the valves; therefore, we were able to close the valves.



Valve Keys



Hydrant flow when the valves were shut.

NCC was also on site patching the road. See pictures below.







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Status

Timestamps

Envelope Sent Hashed/Encrypted  
 Certified Delivered Security Checked  
 Signing Complete Security Checked  
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