

Mesa Cortina Water & Sanitation District
BOARD OF DIRECTORS MEETING
Tuesday, April 7, 2015
Silverthorne Fire Station

Attending Board members:

Jon Whinston Randy Rehn Barry Westerland

Others attending:

Deborah Polich	NP Services, Inc.	Mark Cleaveland	Treatment Tech
Jeff Leigh	District Manager	Bob Clodfelter	Treatment Tech
Stan Wagon	36 Spring Beauty Drive	Terry Chambers	Treatment Tech

Randy Rehn called the meeting to order at 5:08 PM.

Minutes. *The minutes of the March 3, 2015 meeting were approved as written. (Rehn/Westerland,3-0).*

Treatment Tech. Mark Cleaveland introduced himself as President of Treatment Tech, Bob Clodfelter as the chief operator, and Terry Chambers as an operator currently handling Mesa Cortina. Other operators from Treatment Tech are rotated through the system to insure coverage at all times. Treatment Tech has been providing contract operations and chemical sales since the mid-1980's. Treatment Tech's role at Mesa Cortina over the last six years has been to provide the required State licensed operator including being the emergency contact, and coordination of all State required water testing and sampling. Treatment Tech is involved in repairs in the District on request. There was a discussion that the Board felt Treatment Tech should attend at least one meeting annually to provide an update of the system status, regulations, and comparison to other entities. It was also felt Treatment Tech should be involved in the equipment selection for the 2016 work in the new treatment building. Discussed were the different opinions on the pump in the vault and PRV maintenance. It was indicated the PRV valve manufacturer recommends a rebuild every five years on the pilot or smaller valves, and every ten years on the larger valves. Jeff Leigh indicated he would review the records for when the work was last done, the scope of the work, and a maintenance schedule for this summer. Treatment Tech indicated the smaller valve rebuild, assuming no unexpected issues were found, would be approximately \$4,000 for parts and labor for the PRVs for all three zones. It was indicated there was no routine annual maintenance of the PRVs required.

The District currently internally exercises the main line valves and fire hydrants on an every other year schedule. The plan for this year was to build the above ground treatment building and bring in the new four inch line from the Buffalo Mountain Metro District (BMMD) system. The next year would involve moving the electrical feeds and installing the new control equipment. There was a discussion of State requirements and pending changes; tank security; and the overall goal of the District to better document regular maintenance of the system for an efficient operations level and the determination of the lifespan of major components. The District planned on having an internal inspection of the water tank this year. Both sides agreed the communication and operations documentation could be improved. There was a discussion regarding the emergency calls from owners, the response needed, and the rebilling of costs to the owners for work specific to their property.

The fixed monthly contract provides general water and sanitation system operation inspections with two visits per week. Lab work, requested repairs, and emergencies are billed hourly. The Treatment Tech monthly service contract rate has not changed for the last six years. Treatment Tech requested an approximate 5% increase from \$1,100 to \$1,200 with the hourly rate increase from \$65 to \$70. In the future, the annual contract increases would be based on the CPI.

The representatives from Treatment Tech left the meeting. The Board discussed if Treatment Tech should attend a meeting more than annually as necessary. Also, discussed was the proposed rate

increase with the opinion it should be 5% or \$55 per month rather the \$100. The rebilling of additional charges to customers was discussed in more detail.

Sewer Video. The lower snow pack this year has reduced the ground water flow and to date it has been under the penalty level from JSA. A few issues have been discovered in the video work with some mainline connections and service lines. Overall, the main sewer lines being videoed this year appear in good shape.

Shooting Star Vault Project. Jeff has completed the building design work. The engineer has reviewed the plans and has found them acceptable. If Jeff was selected to do the work, he would submit the plans and begin the work as soon as possible. Jeff has met with RKR regarding the water line replacement installation. The current plan would have a foundation over the existing vault with the building jogged from the foundation to move it out of the right-of-way. Jeff felt the building work, if he had an assistant, would be approximately four weeks. The preference of the Board was to have Jeff obtain the permits. A very preliminary estimate of the building cost was from \$20,000 to \$25,000. Controls were preliminarily projected at \$20,000 with the four inch water line cost \$15,000 to \$20,000. Jeff has filed the applications with Xcel for a new meter set that would be located on the building rather than across the road. Jeff was also planning on starting the application for a new service to the water tank. The building project could begin as soon as an excavator was available. Favorable weather conditions might allow a start at the end of April or in May. The Board requested the plans be formalized, the permits obtained, and the projected costs determined. Limited maintenance and attractive finishes were suggested for the final design. The homeowner that granted the easement would need to approve the plan and the project would need to be submitted for Association architectural approval.

I&I Service lines video. Jeff was working with Ace Sewer to video the 17 individual service lines identified last year as potential I&I problems. If Ace videoed the line last year, they were not rebilling for the work to the owner if they paid last year. If the video did not indicate any service line problem, the District was absorbing the cost. Jeff indicated around six to eight service line problems have been identified that the owners will be required to correct.

Security Video Camera The District will be reimbursed by the State for the cost of the security video camera system purchased. As it had not been installed, these costs cannot be recovered. Jeff indicated if he or a board member installed the system there will not be any billing cost.

Audit. Jeff reported he met with Donna Braun and reviewed the financial information from prior years and she did not find any issues. The NP Services, Inc administration contract will remain on a month to month basis at this time.

Fire Department hydraulic modeling. The Fire District will hold a meeting for hydraulic modeling of the water systems that would replace physically flowing of fire hydrants for testing purposes. The cost of the modeling was likely several thousands of dollars to set up. Physical flow of the hydrants for testing has potential liability due to demands on the system. Jeff and/or Deborah will attend the meeting to determine if the joint modeling plan would be of interest to Mesa Cortina.

Financial. A preliminary 1st quarter financial summary and the 1st quarter metered water usage was provided by email to the Board. Income was as budgeted and expenses are lower than anticipated for the 1st quarter. The water sold comparison to water pumped was very good with a loss factor of 2.5% for the quarter.

Other. The Board members present signed the Alpine Bank signature cards. Jeff provided a summary list to the Board via email of the pending projects.

Next meeting. The next scheduled regular meeting is May 5, 2015 at 5 PM.

The meeting was adjourned at 7:15 PM.