

**Mesa Cortina Water & Sanitation District**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, March 3, 2015**  
**Silverthorne Fire Station**

Attending Board members:

Jon Whinston	Randy Rehn	Barry Westerland
Billy Jack	Greg O'Neill	

Others attending:

Deborah Polich	NP Services, Inc.
Jeff Leigh	District Manager

Randy Rehn called the meeting to order at 5:04 PM.

**Minutes.** *The minutes of the February 3, 2015 meeting were approved as written. (Rehn/O'Neill,5-0).*

**Treatment Tech.** Treatment Tech was unable to attend the meeting due to weather concerns. They will be scheduled for the April meeting.

**2014 Audit Exemption.** *Resolution 2015-03-1 was approved adopting the 2014 Exemption from Audit prepared by Donna Braun. (Rehn/Westerland,5-0).* Jeff Leigh reported he will work with Donna regarding a more complete financial audit review of the books since 2009 in the next few months and would obtain a scope and estimated cost. The Board indicated Jeff Leigh could arrange for auditing services with a cost not to exceed \$2,000.

**NP Services, Inc contract.** Deborah Polich provided an updated scope of service via email to the Board. There were minor adjustments in the scope from the 2006 original agreement. There was a discussion regarding the scope, rate and relationship of services with the Association. There was a lengthy discussion regarding the existing monthly rate of \$2,000, rate alterations, and sharing of audit costs. The contract would be discussed at the next meeting pending more information regarding the audit and the cost.

**Record Keeping.** There was a discussion regarding updating of maintenance work records either through scanning of the log books or preparation of spreadsheets. There was a request to include an update of pending issues for capital and maintenance projects with each agenda. There was a discussion regarding the SWAP grant being used for the security cameras and use for other source water protection enhancement.

**Shooting Star Vault Project** Jeff Leigh provided the Board with preliminary conceptual drawings of the Shooting Star surface vault building. Due to the problem with a corner of the original vault located on the road right-of-way, Jeff offset the building, including the overhangs, to be within the building easement allowed. The electrical panels would move directly up from the existing vault to the new structure. Jeff reviewed the building entrance doors, access to the existing vault from inside the building, and storage areas. Concepts discussed included natural lighting options; doors/windows and security; roof structure/vaulted ceiling, height and architectural appearance; power feed improvements; exterior siding/shingles/rock/tin; a ceiling beam with hoist; heating/lighting/exhaust; flooring; crawl space size and storage use; and drainage. The size of the building was approximately 125 square feet. The Board felt the concept presented by Jeff was good and he should continue with the design work.

There was a discussion of the current operations that were manual as the new tank level has not been adjusted for the automatic operating mode. There was a discussion regarding phasing the project over two years for time and budget constraints. The primary focus in 2015 was to have the new water line

installed with the building. Other related projects in 2015 included work on the tank vault electrical and cleanup of the emergency well #5 vault.

**Maintenance.** Jeff had contacted DRC for the annual video work during spring runoff and will coordinate with ACE Sewer the I&I service line video work. The tank will be inspected by divers this year. Included will be metal testing and testing of the cathodic protection. A master work list was provided to the Board and will be updated for future meetings.

**Manager Rate Increase.** The Board has reviewed the scope of work, part-time nature, work priority, cost of living increases, and comparison to other operators. It was felt the existing compensation was above industry standards, but the current manager was also more capable than other operators. It was felt the rate should be adjusted to a base considering the prior CPI increase with annual future adjustments based on the CPI. The Board set the new rate at \$62.10 effective January 1, 2015.

**Other.** Barry Westerland indicated he would not be running for the Board position when his term expired in May 2016. The Lake Dillon Fire District was going through an ISO insurance rating examination in 2015 and the flows of the hydrants are part of the study. One consideration was hydraulic modeling of flows as physical flowing of the hydrants may not be desirable. However, the physical testing would address several operating questions with the PRV valves and existing flows.

There was a discussion of the water pressures throughout the District. The pressure zones range from 130 psi to 60 psi depending on the PRV location and house location. Bob Brockmeyer was interested in doing the wiring upgrades in the tank vault.

**Next meeting.** The next scheduled regular meeting is April 7, 2015 at 5 PM.

The meeting was adjourned at 7:29 PM.