

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, January 17, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:38 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts (by phone), and Jim Rose  
 (Bernie Janusz was excused for personal reasons.)

**Operator:** Ellen Ellson

**Guests:** Cindy & Paul Ragan (residents)

1. **Sunshine Law Compliance:** Rose read aloud and by consensus the Board briefly discussed and approved the following annual compliance items:
  - a. Regular meetings of the Board of Directors will be held on the third Wednesday of every month at 6:30 p.m. at the Weller Fire Station, located at 15580 Cala Rojo Drive in Colorado Springs, Colorado.
  - b. Meeting notices will be posted at the Office of the El Paso County Clerk & Recorder (1675 W. Garden of the Gods Road, Colorado Springs), at the Weller Fire Station, and at each of the cluster mailbox locations within the District's boundaries.
  - c. All minutes and other official records of the District will be retained by the Board Secretary at 15875 Cala Rojo Drive in Colorado Springs, Colorado.
2. **December Meeting Minutes Approval:** Norman moved, Potts seconded, to approve the Minutes of the December board meeting. Motion approved unanimously. Cindy Ragan stated that resident Dan Harrel will be the HOA's webmaster, so Ellson will arrange WD postings directly with him.
3. **Financial Report:** There was brief discussion on the costly locate and repair of the system-side service line leak for Lot #4. The budget year ended with a Net Cash Flow of -\$8,374. Ellson will finalize the budget documents to be filed with DOLA and get directors signatures as needed.
4. **ORC & Water Operations:**
  - a. Ellson is still waiting for the Clean Harbors representative to connect her to the correct database profile and confirm the required testing for the spent resin barrel samples. Pace Laboratory is willing to test the spent resin, once the analyses are determined.
  - b. Another resin change-out should be scheduled for mid-February or early-March.
  - c. Water testing results for Uranium and Gross Alpha results have been received. Uranium is  $10.4 \pm 0.159$  ug/L (MCL is 30 ug/L), Gross Alpha is  $15.9 \pm 3.04$  ug/L and Adjusted Gross Alpha is 8.91 ug/L (MCL is 15 ug/L). Pace failed to upload the results on time, so a violation will be issued.
  - d. Ellson now has the instructions for uploading the results herself in the future. Laboratory reporting is only required when an exceedance occurs.
  - e. Colorado Standby will service the generators on Monday, 1/22. Norman will assist.
  - f. CDPHE is requiring a Lead service line inventory be completed by October 2024. Ellson may need to send out letters and surveys to each customer to determine their service line pipe type.
  - g. Norman is in contact with the fire hydrant testing contractor who will schedule testing/repairs.
  - h. Ellson submitted the final response to the sanitary survey, but she missed issuing a public notice for the related storage tank violations by 12/28. It will be sent out next month and include the radionuclide late reporting non-compliance and Lead service line information.
5. **Customer Billing & Usage:** Loss was 44% in November, obviously high due to the system leak which was repaired in mid-December. Ellson will follow-up with the one high usage account.

## NEW BUSINESS

1. **Audit Exemption:** The board authorized Ellson to prepare the audit exemption for 2023. She will have it ready prior to the March board meeting where it can be signed by all directors.
2. **Meter Upgrades:** Badger meter sent a report confirming their determination that all residential service addresses can be connected to the cellular network facilitating the meter upgrade. Badger's cost estimate had extra charges which were hard to understand. Ellson will invite a Badger representative to the next board meeting to answer any questions. She will also create a spreadsheet indicating which existing meter bodies or registers may not need to be replaced.
3. **Ramirez Meter Pit:** It appears that the owners of Lot #3 laid the asphalt driveway to their accessory garage right over the meter pit. Ellson likely has some pictures of its location prior to the driveway and will confirm with the metal detector. The residents will be required to expose the lid.

## ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at 19:25 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, February 21, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:30 hours.

**ATTENDANCE**

**Board Members:** Bernie Janusz (by phone), Ben Makkinje, Mark Norman, Jim Potts and Jim Rose

**Operator:** Ellen Ellson

**Guests:** Cindy & Paul Ragan (residents)

1. **January Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the January board meeting. Motion approved unanimously. Ellson will prepare an “approved” copy and forward it to resident Dan Harrell for posting on the HOA’s website.
2. **Financial Report:** There were no unusual transactions. Insurance has been paid for the calendar year and the HOA will be invoiced for the propane coverage reimbursement.
3. **ORC & Water Operations:**
  - a. Ellson shipped spent resin samples to Pace Laboratory (Greensburg, PA) for the analyses required by Clean Harbors. Samples included a wet and dry sample of each barrel, in addition to two composite samples. Shipping required 4 separate boxes in to maintain <0.5 mR/h (milliRoentgen per hour). Turnaround time is unknown, but results will be forwarded to Clean Harbors when received. It is hoped that all barrels can be disposed of at one time. Clean Harbos can now haul the spent resin themselves, which should simplify the disposal process.
  - b. A resin change-out was scheduled for 3/1 (unloading) and 3/2 (reloading).
  - c. Ellson is working with a CDPHE survey template to mail to all customers for checking their service line material. A complete inventory for the system is due by October 2024. Along with the survey, and information sheet will help customer determine their service line pipe type.
  - d. The post has been reset and cable now clearly marked at the tank. The security camera onsite has also been replaced. Ellson will submit safety grant reimbursement requests for these items.
  - e. Ellson missed issuing a quarterly public notice by 12/28 for the storage tank violations found during the sanitary survey. It will be prepared and include the radionuclide late reporting non-compliance and hopefully mailed out with the Lead service line information/survey in the near future.
4. **Customer Billing & Usage:** Loss was 6% in January. Potts fixed his own leak.
5. **Fire Hydrant Testing:** Norman reported that the contractor has repair part(s) and hydrant testing & maintenance will occur in the March/April timeframe. Ellson hopes to exercise valves beforehand.
6. **Audit Exemption:** Ellson will have the audit exemption application prepared for the next meeting.
7. **Meter Upgrades:** Jon Watson (Badger Meter) explained his recent meter upgrades quote to the board. The meters use the cellular network to upload reads 1-4x/day, customers can monitor their own usage and set leak detects using Eye On Water (EOW) software on their computer/phones. An EOW demo is available. The WD can add cellular network registers to the well meters to automate loss calculations at the push of a button. Watson will remove the for billing integration (\$4,778) from the quote and confirm whether onsite training (\$2,625) would be required, since Ellson has experience with the Beacon system. Some of the newer customer meter bodies/registers are new enough that they may not need to be changed out.

8. **Ramirez Meter Pit:** Ellson will look for pictures of the meter pit location prior to installation of the driveway. Once confirmed with the metal detector, a letter will be sent to the Ramirez' giving them a deadline of 6/1/24 to surface the meter pit and curb stop, ensuring they are traffic-rated, if necessary.

**NEW BUSINESS** (None)

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at 19:42 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, March 20, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:35 hours.

**ATTENDANCE**

**Board Members:** Bernie Janusz (by phone), Ben Makkine, Mark Norman, Jim Potts and Jim Rose  
**Operator:** Ellen Ellson (by phone)  
**Guests:** Cindy & Paul Ragan (residents)

1. **February Meeting Minutes Approval:** Norman moved, Potts seconded, to approve the Minutes of the February board meeting with the correction of 2 typos. Motion approved unanimously. Ellson is working with resident Dan Harrell for posting approved minutes on the HOA's website.
2. **Financial Report:** There were no unusual transactions. Expenses included generator servicing and Gibby permanently installing the posts for the cable gate at the water storage tank site.
3. **ORC & Water Operations:**
  - a. Results have not yet been received from Pace Laboratory on the spent resin analyses.
  - b. Potts/Makkinje/Ellson completed a resin change-out on 3/1 using the new tools which streamlined the unloading and loading. The process went well for a first-time run.
  - c. Ellson is working on the service line survey to send out with the annual water quality report.
  - d. The gate posts at the tank site have been reset and cable now clearly marked. Ellson needs a copy of Gibby's invoice for the safety grant reimbursement request.
4. **Customer Billing & Usage:** Loss was 3% in February. No unusual high usage customers. Ellson received payment of the large past-due balance for one customer, in addition to a \$500 deposit.
5. **Fire Hydrant Testing:** Norman is in contact with the contractor who expects to do the hydrant testing & maintenance in the March/April timeframe. Ellson will be notified in advance of the work.
6. **Audit Exemption:** Ellson briefly reviewed the audit exemption application, noting that she did not capitalize the treatment plant driveway maintenance. By consensus, the board adopted a resolution to approve the application. The 3 board members present at the meeting signed both documents.
7. **Meter Upgrades:** No updates from Jon Watson (Badger Meter). Ellson is looking for grant funds.
8. **Ramirez Meter Pit:** Ellson/Potts located the meter pit and curb stop on the Ramirez' auxiliary driveway. Ellson will draft a letter to the owners instructing them to bring both items to the surface prior to 7/1/24 and perhaps give them some referrals for excavators.

**NEW BUSINESS** (None)

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at 19:25 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, April 17, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:44 hours.

**ATTENDANCE**

**Board Members:** Bernie Janusz, Ben Makkinje, Mark Norman, Jim Potts and Jim Rose  
**Operator:** Ellen Ellson (by phone)  
**Guests:** Cindy & Paul Ragan (residents)

1. **March Meeting Minutes Approval:** Janusz moved, Potts seconded, to approve the Minutes of the March board meeting after adding Makkinje's attendance and correcting a couple of typos. Motion approved unanimously. Although not yet posted, Ellson is forwarding pdf with the approved 2024 minutes to resident Dan Harrell for posting on the HOA's website.
2. **Financial Report:** There were no unusual transactions. Expenses included brush removal around water treatment plant. Ellson has submitted an SDA Pool safety grant reimbursement request.
3. **ORC & Water Operations:**
  - a. Pace's analytical results of spent resin were forwarded to Clean Harbors who subsequently rejected acceptance of the waste. Ellson will talk with Clean Harbors staff that is more knowledgeable with limits and attempt to negotiate acceptance of those barrels with lower levels.
  - b. The next change-out will likely be in early June. More resin may need to be ordered after that.
  - c. Ellson will finish this year's water quality report to send out with the Lead service line survey.
4. **Customer Billing & Usage:** Loss was 5% in March. Lot #18 home was sold and new folks are in.
5. **Fire Hydrant Testing:** Norman says fire hydrant maintenance is scheduled for April 29. Ellson will likely not exercise valves prior to that date to prevent sediment from damaging test equipment.
6. **Meter Upgrades:** No updated quote from Jon Watson (Badger Meter). Ellson will contact him.
7. **Ramirez Meter Pit:** Ellson will draft a letter to the owners instructing them to surface their meter pit and curb stop prior to 7/1/24. She will also try and have some referrals for excavators on hand.

**NEW BUSINESS**

1. **Document Updates:** The FAQs document will be reviewed and updated, as necessary. When complete, it will be forwarded for posting on the HOA's website, along with this year's CCR.

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at 19:08 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, May 15, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:35 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts and Jim Rose  
**Operator:** Ellen Ellson (by phone)  
**Guests:** Edgar & Alecia Ramirez (residents)  
Cindy & Paul Ragan (residents)

1. **April Meeting Minutes Approval:** Norman moved, Potts seconded, to approve the Minutes of the April board meeting. Motion approved unanimously.
2. **Financial Report:** There were no unusual transactions. With the recent resignation of Bernie Janusz, Jim Potts has assumed the Treasurer's responsibilities.
3. **ORC & Water Operations:**
  - a. Additional testing on the spent resin has been completed. Ellson is waiting to hear from Clean Harbors on acceptance of the waste. Only one barrel appears to be over their limit – the latest one. Makkinje suggested, Ellson agreed, to empty each vessel into a separate barrel next time.
  - b. A resin change-out is tentatively scheduled for mid-June. More resin may be ordered after that.
  - c. Ellson will mail this year's Consumer Confidence Report with the Lead service line survey.
  - d. Earlier in the day, Ellson emailed the updated FAQs document to board members for review. Any suggested edits should be sent back to her. When fully updated, the document will be forwarded for posting on the HOA's website, along with this year's CCR.
4. **Customer Billing & Usage:** Loss was 6% in April. There was no unusually high water use.
5. **Fire Hydrant Testing:** Fire hydrant maintenance and flow testing was completed in late April. The pumper nozzle was not rotated by 180-degrees on Hydrant #9 (Lot #1) since the FD's hose is long enough to reach either side. The gasket was not replaced in Hydrant #10 (Lot #55). Ellson confirmed that the WD already owns the puller tool needed for hydrant repairs and printed the user manual.
6. **Meter Upgrades:** No updated quote from Jon Watson (Badger Meter). Project is on hold.
7. **Ramirez Meter Pit:** This item was handled at the start of the meeting. The Ramirezes stated that they had exposed both their meter pit and curb stop, both buried under a significant amount of dirt and not under the driveway. WD will consider whether the facilities need to be raised or a structure built around them to eliminate the possibility of dirt covering them again.

**NEW BUSINESS**

1. **Board Vacancy:** Janusz resigned from the board in early May. The board will appoint someone to fill the vacancy and can make their selection by any means they choose.
2. **Pumphouse ISP:** Potts has, for now, worked out the issues with the ISP. He will check out other service providers to see if a more reliable option is available than using a bridge to the FD.

3. **Security:** After recently being exposed to security systems in Colorado Springs, Rose is now quite concerned with the security of the water and propane systems in The Pinons. He stated that security of the utilities should be a top priority. He hopes to get a proposal from a Colorado Springs Utilities worker/representative to do a vulnerability assessment of the utilities. Norman knows someone who works in the security business south of Denver. Rose feels this project takes precedence over water meter replacements.
4. **State Revolving Fund:** Ellson will distribute the estimates she uploaded to the State Revolving Fund portal for prior years. A list can be finalized at the next board meeting and submitted by 6/30.

#### **ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at 19:34 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, June 19, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:39 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Jim Potts, Jim Rose and Randy Shonk  
Mark Norman was absent for personal reasons.

**Operator:** Ellen Ellson (by phone)

**Guests:** Cindy & Paul Ragan (residents) and Clark Gaddie (resident)

1. **May Meeting Minutes Approval:** Potts moved, Makkinje seconded, to approve the Minutes of the May board meeting. Motion approved unanimously.
2. **Financial Report:** There were no unusual transactions or updates.
3. **ORC & Water Operations:**
  - a. Clean Harbors is trying to work a deal with the state inspector to accept all of the spent resin barrels, with the “hot” ones regarded as anomalies. An answer has not yet been received.
  - b. Ellson/Potts will do the resin change-out on 6/21. Each vessel’s resin will be put in a separate barrel for sampling/testing. Ellson will get a quote for ordering more resin.
  - c. Norman/Ellson did a periodic tank inspection earlier in the day (6/19) without opening the hatch.
  - d. This year’s Consumer Confidence Report will be mailed out by the end of the month.
4. **Customer Billing & Usage:** Loss was ~9% in May. Only one customer has high water use.
5. **Meter Upgrades:** Potts noted that a number of meter remotes were not working and Rose said he wanted to get the ball rolling on this project. By consensus, Rose was authorized contact Badger Meter and order a dozen cellular network meter setups to get started with the new system.
6. **Ramirez Meter Pit:** Ellson and several board members have inspected the now uncovered meter pit and stop box. By consensus, the board agreed that a retaining wall of some sort should be built around these two facilities to prevent future erosion and coverage. Ellson will send an email as such.
7. **Board Vacancy:** Bernie Januez’ resignation has left a vacancy on the board. Two residents were present to express interest in filling the vacant seat. Gaddie stated that he was also on the HOA, has a hydrant technician license, and is a firefighter about to retire. Shonk stated that he has a background in IT and data security, is also on the HOA, has worked with engineers and in finance and accounting. Potts moved, Rose seconded, to appoint Shonk to the vacancy. Motion approved unanimously. Shonk was welcomed to the board. He will complete his Oath of Office within 30 days.
8. **Security:** Rose expressed continued concern about security in/around the utilities. He plans to meet with safety audit partners (possibly tomorrow) and get prices on an audit of the district’s facilities.
9. **State Revolving Fund:** Ellson briefly reviewed the prior estimates she used for the State Revolving Fund in the past and will update the figures for this year’s submission by 6/30.

**NEW BUSINESS**

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:25 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, July 17, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:34 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk  
**Operator:** Ellen Ellson (by phone)  
**Guests:** Kerry Makkinje and Clark Gaddie (both residents)

1. **June Meeting Minutes Approval:** Potts moved, Shonk seconded, to approve the Minutes of the June board meeting. Motion approved unanimously, with Norman abstaining.
2. **Financial Report:** A previously missed \$650 payment to Pace Analytical was added to May. There were no unusual transactions during June.
3. **ORC & Water Operations:**
  - a. Ellson/Potts did the resin change-out on 6/21 with some assistance by Shonk.
  - b. Ellson will get a quote from Purolite on another 42-CF of anion resin, along with turnaround time.
  - c. Clean Harbors still has not given the WD their approval for accepting the spent resin.
  - d. An updated list of projects/costs was submitted to the State Revolving Fund in late June.
4. **Customer Billing & Usage:** Loss was ~5.6% in June, with the same regular high user.
5. **Meter Upgrades:** Ellson reported that 8 endpoints and some fittings have been received from Badger Meter. She will work with the Badger sales to get the rest of the meter assembly parts. Potts/Ellson will determine a priority list for replacements, not necessarily those currently without a meter remote. Rose noted that an installation contractor had not yet been identified.
6. **Ramirez Meter Pit:** Board members have taken a look at the Ramirez' meter pit and curb stop, all agreeing that a small retaining wall on the high side of the facilities will prevent future dirt coverage from erosion. The board questioned whether there were other customers with similar situations that likewise need addressing. Ellson will review the *Rules & Regulations* on access standards and report back on possible concerns with other customers prior to drafting her email for board review.
7. **Security:** Rose stated that he has been unable to schedule a meeting with Colorado Springs Utilities (CSU) Safety & Security officials for a risk assessment for the WD. He will continue to attempt to schedule a meeting. Discussion continued on how the regulations for propane systems have vastly changed in the past 10 years. Potts moved, there was no second, to sell the system back to the HOA. Makkinje suggested that more discussion should take place at the August board meeting,

**NEW BUSINESS** (None.)

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:48 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, August 17, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:30 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk  
**Operator:** Ellen Ellson (by phone)  
**Guests:** Mark Cooper, Steve Firks, Clark Gaddie, Dan Harrell, Kerry Makkinje, Tony & Sally Peterson, Paul & Cindy Ragan, Mike & Martha Seery and Ty Steen (all residents)

1. **July Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the July board meeting as presented. Motion approved unanimously.
2. **Financial Report:** There were no unusual transactions during July. The continued high interest earnings for the ColoTrust account were noted.
3. **ORC & Water Operations:**
  - a. Ellson collected the Radium 226-228 sample (1 per 6-year compliance period).
  - b. Spent resin samples were shipped to Pace for Thorium and Uranium weight analyses. No approvals or updates have been received from Clean Harbors regarding spent resin disposal.
  - c. The next resin change-out is tentatively scheduled for early October. Ellson confirmed the board's desire to stick with 1 cu ft bags of new resin, which she will order.
  - d. Lead Service Line paperwork has been completed and submitted to CDPHE.
4. **Customer Billing & Usage:** Loss was ~4.7% in July, with no unusually high users.
5. **Meter Upgrades:** Ellson returned the Badger meter endpoints that were mistakenly shipped to her home and thought to be for TCRWD. An installation contractor has not yet been identified.
6. **Meter Pit Compliance:** Ellson reported that 6-7 meter pits are currently with dirt, though not all necessarily need a retaining wall structure to prevent future covering by erosion. She has not yet checked curb stops. A general letter to all customers will be drafted concerning the need to keep these facilities accessible to the WD. The letter could also introduce the meter upgrading project.
7. **Security/Risk:** Rose reported on his 8/1 meeting with Colorado Springs Utilities (CSU) Safety & Security officials for a risk assessment and ideas on "hardening the pump station." He stated that, of the 5 methods for dealing with risk, transferring high risks is paramount. He went on to report that the propane tank and ancillary equipment represent a high risk and that the WD should not be involved with it, as the risk to current capital and financial investments is too great.

**NEW BUSINESS**

1. **Propane Tank:** The discussion on the propane tank and ancillary equipment continued. Rose moved, Shonk seconded, to sell the propane tank, the evaporator and related equipment back to the HOA for \$1. Shonk agreed, pointed out that Colorado Title 32 does not include propane as a special district service and big problems could come from involvement in a business outside of the WD's

mission. He noted that, as beneficiary of the insurance policy, the WD must have funds available in case of a catastrophic event. Shonk stated that the WD must stay fiducially responsible with respect to its service plan and the HOA must assume the cost of running the propane utility. Makkinje added that he had reviewed the WD's insurance policy and noted the inherent liability of the owner (WD). He expressed strong concerns about questionable coverage for any operational issue due to the HOA's prior neglect of the system. Norman challenged the motion to sell the system back to the HOA, suggesting it requires mutual agreement between the parties. He would like to see legal advice from the WD attorney and/or guidance on the issue from the [insurance] pool.

Multiple residents provided comments and asked questions on this topic. Upon request, Ellson and Firks gave a brief background on the 2014 transfer documents, with her further explaining the challenge with gaining Colorado Special District Pool insurance coverage at the time of the sale. Rose closed the discussion and restated the motion at hand. The motion to sell the propane system back to the HOA passed, 4 to 1, with Norman opposing. Rose suggested that a Bill of Sale will be available at the next WD meeting, so HOA representatives need to shop for insurance coverage.

2. **Customer Payment Options:** Potts and Ellson watched an introduction to GovCard's online merchant offerings. For a one-time fee of \$200 (due to Colorado Rural Water Association membership), the WD could sign up with GovCard to enable customers to pay their water bills online or by ACH (auto-debit). More information will be available at a future meeting.

## **ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:35 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, September 18, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:35 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk  
**Operator:** Ellen Ellson  
**Guests:** Mark Cooper, Clark Gaddie, Fred & Maridell Koll, Paul & Cindy Ragan, Pamela Sheldon (all residents); Terri Rose (resident and Notary Public)

1. **August Meeting Minutes Approval:** The minutes were corrected to reflect that “[Norman] would like to see legal advice from the WD attorney and/or guidance on the issue from the [insurance] pool” in the first paragraph under item #1 of New Business. Potts moved, Makkinje seconded, to approve the Minutes of the August board meeting as amended. Motion approved unanimously.
2. **Financial Report:** There were no unusual transactions during August. Potts/Ellson will review anticipated expenses and consider transferring some money to ColoTrust temporarily to earn higher interest.
3. **ORC & Water Operations:**
  - a. Rick’s Pump Service was called to troubleshoot the loud noise with the distribution Pump #2 and ended up just greasing both pumps. Pump #2 is back online. Grease will be added to the zerk on each pump at the time of a resin changeout.
  - b. No approvals or updates have been received from Clean Harbors regarding spent resin disposal.
  - c. The next resin change-out is tentatively scheduled for Saturday, 10/19. More resin is on order.
  - d. Norman will assist Ellson with the seasonal periodic tank inspection, replacing the gasket.
4. **Customer Billing & Usage:** Loss was 5.3% in August, with 3 high users (including a leak).
5. **Meter Upgrades:** Rose emailed Jon Watson (Badger Meter) regarding the replacement project. An installation contractor has not yet been identified.
6. **Meter Pit Compliance:** Norman will assist Ellson with an inventory of customer curb stops. She will draft a letter to all customers concerning the need to keep their meter pit and curb stop permanently accessible to the WD. Improvements should be completed prior to any meter upgrades.
7. **Security/Risk:** Rose noted that, besides the risk(s) associated with the propane tank, a slide bar hiding the padlock should be added on the exterior (5 Kgal) tank.
8. **Propane Tank:** Rose presented a “Bill of Sale” for the immediate transfer of the propane tank back to the HOA. He had arranged for a notary public to be present to witness its execution. Potts signed the document, but Gaddie (HOA Board President) refused to do so, stating that he was unaware the sale was to be so sudden. He reported that the HOA had not yet found insurance coverage. Norman (also on the HOA board) questioned the rush, suggesting that mutual consent could occur with a 1/1/25 transfer, when the WD’s current insurance policy term expires on 12/31/24. Makkinje reiterated his concerns that the current insurance coverage situation was inadequate, having been overlooked for years due to complacency of lot owners in the community. Shonk explained that the CSD Pool

provides insurance for members' assets and only those assets required for district services. He stated that the WD's provision of insurance coverage for the propane equipment over the past 10 years was inappropriate, but now "water under the bridge." Shonk is helping look for coverage for the HOA in an effort to rightly put assets where they need to be. Shonk moved, Norman seconded, to sell the HOA the propane equipment for a sum of \$1 with the "Bill of Sale" reflecting 1/1/25 as the effective transfer date. Motion approved unanimously.

## **NEW BUSINESS**

1. **Customer Payment Options:** This item was tabled.
2. **Tank Rehab:** Potts watched a webinar and reported that there are 4 basic options for taking water storage tanks offline and maintaining system pressure during tank rehabilitation. The WD will need to do this very expensive project in the next year or so. Potts recommended getting assistance from a reputable company like Maguire Iron (webinar presenters) when project planning starts. Shonk questioned whether the WD has insurance coverage for the tank being down.
3. **Leak Repair & Bill Adjustment:** After high water usage was noted, Potts assisted Lot #42 owners in finding their "leak" which ended up being a toilet that was running. The problem was corrected and the customer emailed Ellson with a request for the once-annual reprieve for their high bill. Norman moved, Makkinje seconded, to approve the recalculation of their water bill(s) to reflect their typical average usage. Motion approved unanimously.
4. **Draft Budget for 2025:** Ellson explained that, per statutory requirements, the draft budget for 2025 needed to be presented to the board prior to 10/15. A rough draft was distributed. She noted that it was still early in the year to formalize the current year's income/expense estimates.

## **ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:58 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, October 16, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:35 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk  
**Operator:** Ellen Ellson (arrived late)  
**Guests:** Ray Bailey, Wayne & Marcie Bartley, Phil & Lori Brown, Mike Childs, Steve Firks, Clark Gaddie, Susan Gueck-Gunn, Dan Harrell, Alan Harrison, Jackie Karsky, Maridel & Fred Kole, Mark Luchte, Candi Mountain-Gaddie, Tony Peterson, Paul & Cindy Ragan, Edgar Ramirez, Paul Reinsma, Terry Sarver, Mike Seery, Chris & Pam Sheldon, Ty Steen, Bill Swihart, Kristi Williams, Carl & Pam Waisanon, Carlos Wright, and Mike Yugovich (all residents and/or property owners)

1. **September Meeting Minutes Approval:** Potts moved, Makkinje seconded, to approve the Minutes of the September board meeting. Motion approved unanimously.
2. **Financial Report:** There were no unusual transactions during September. Key expenses spent resin analyses. Potts/Ellson continue to consider transferring funds to ColoTrust for higher interest.
3. **ORC & Water Operations:**
  - a. Rick's Pump Service removed distribution pump #2 for a rebuild on 9/26, as merely greasing the equipment a few weeks prior did not solve the problem. The rebuild will take about ~8 weeks.
  - b. No approvals or updates have been received from Clean Harbors regarding spent resin disposal. Rose will follow up with the contact Ellson has with the Deer Trail lab.
  - c. New resin (42 CF) has been received. The next resin change-out is tentatively scheduled for Saturday, 10/19 at 7:30 AM.
  - d. New gasket material for the 180 Kgal tank hatch is in hand, to be replaced during the periodic inspection by Ellson/Norman.
4. **Customer Billing & Usage:** Loss was ~8% for September, including 2 higher users with leaks.
5. **Meter Upgrades & Pit Compliance:** No updates on meters. Ellson to draft customer letter soon.
6. **Draft Budget for 2025:** There was brief discussion on increasing the amount for uranium removal. The public hearing will be scheduled for the November regular board meeting.
7. **Propane Tank:** Rose/Potts met with an attorney regarding the WD's participation in any aspect related to the propane system. Since propane is not a special district service, the attorney strongly questioned the district's involvement with the system. Rose explained the current ownership/insurance situation, with the attorney seeing no obligation for the WD to continue ownership of the asset. HOA board members noted that they had not yet found insurance coverage. A couple attendees questioned the WD's apparent "rush" to dispose of the asset. Ellson briefly recounted the concerns about risk/security beginning in early summer. Makkinje reiterated his prior notion that the insurance coverage was currently inadequate, since the ultimate responsibility would fall on the owner of the equipment. He noted Shonk's prior comment that the WD's involvement did not support its mission to provide water service and that was not a good business practice. Shonk

added that, because of this, continuing coverage through the CSD Pool was ostensibly dishonest. He noted that he had taken a side on the HOA's issue of maintaining or eliminating the central propane system, but he had personally calculated a return on investment of 2.6 years for purchasing his own propane tank. Ellson explained that the WD owns the land that the propane delivery system sits on, so exposure to the WD will continue to be of concern. Attendees appeared to have difficulty separating the roll/duty of the local government due to the 100% overlap of WD and HOA customers. The large number of meeting attendees added significance to this issue.

## **NEW BUSINESS**

1. **Legal Counsel:** The WD's former legal counsel is now retired. Most special district attorneys are Denver-based, but Rose/Ellson learned that the firm the WD has been using for water court issues also offers general counsel for special districts. Rose/Potts met with attorney Ryan Farr (Monson, Cummins, Shohet & Farr) and recommended using his services. Shonk moved, Potts seconded, to engage Farr as the WD's general counsel. Motion approved unanimously.
2. **P&L Insurance Renewal:** Ellson recommended an in-depth review of the coverage levels on all district assets this year, particularly with Shonk's background in insurance. Shonk moved, Potts seconded, to authorize a committee of themselves and Ellson to review and carry out the renewal of insurance coverage through the CSD Pool for 2025, which needs to be completed prior to 11/1. Motion approved unanimously.
3. **Customer Payment Options:** This item was tabled.

## **ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:47 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, November 20, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:30 hours.

**ATTENDANCE**

**Board Members:** Ben Makkinje, Mark Norman, Jim Potts, Jim Rose and Randy Shonk  
**Operator:** Ellen Ellson  
**Guests:** Clark Gaddie, Paul & Cindy Ragan, and Bill Swihart (residents)

1. **October Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the October board meeting, with the “Per Norman’s request for legal counsel input” text removed from Item #7. Motion approved unanimously.
2. **Financial Report:** October transactions included payment for new resin shipment. There were 2 home sales in early November. The HOA reimbursement check is expected in this week’s mail.
3. **ORC & Water Operations:**
  - a. No updates on when the distribution pump #2 will be ready for pickup and install by Rick’s Pump Service. The rebuild was to take about ~8 weeks which is tomorrow after the 9/26 removal.
  - b. Ellson/Rose have been putting pressure on Clean Harbors regarding spent resin disposal. Hope remains that the 14 barrels will still be shipped to the Deer Trail facility this year.
  - c. Shonk/Makkinje/Norman did a resin change-out on Saturday, 10/19. Spent resin samples were collected and submitted to the lab for analysis.
  - d. Ellson/Norman will conduct a periodic inspection of the 180 Kgal tank in the near future and also replace the gasket on the hatch.
  - e. Potts noted that the UPS in the control panel should be checked out by Norman, since the entire plant was down for 2 days earlier in the month. Norman will also check out the non-functional outlet behind the PC.
4. **Customer Billing & Usage:** Loss was ~8% for October, with possible leaks for 3 customers.
5. **Meter Upgrades & Pit Compliance:** Ellson plans to submit a grant application in mid-January 2025 which should provide 50% of the cost of meter upgrades. If successful, grant funds would be available by Summer 2025. In the meantime, Ellson will apply for SAM.gov identification for the WD.
6. **Propane Tank Ownership Transfer:** Rose stated the board’s expectation that the sale documents would be executed at the December board meeting. Gaddie said the HOA has found insurance, but he requested a change in wording on the Bill of Sale to ensure access to the propane equipment on the WD’s property. Ellson requested a copy of the Easement that Gaddie says their attorney has in hand. She also reiterated the request for a COC from the HOA for current year liability coverage.
7. **Public Hearing on Budget:** Rose opened the public hearing at 18:55 hours, which Ellson reported had been properly noticed. Board members had previously reviewed the draft Proposed Budget for FY2025 in October and subsequent adjustments made by Shonk/Potts/Ellson were briefly noted. Ellson also reported that El Paso County’s final assessed valuation for the District is expected in late November, so any board action would be subject to calculations based on that figure. The board will maintain the Mill Levy at 9.500 mills. Guests asked questions on the draft budget and the board,

along with Ellson, responded accordingly. Ellson will add line items reflecting \$6K for board member water use fees/compensation, in addition to, increasing the Water Meter Upgrades to \$50K to reflect total project costs with \$25K in grant revenue, and \$1500 for Treatment Plant Driveway improvements. Rose closed the public budget hearing at 19:17 hours.

- a. **Adoption of the FY2025 Budget:** Norman moved, Potts seconded, to adopt the Resolution to Adopt the Proposed Budget for FY2025, with noted adjustments, and authorize Rose to sign the copy of the resolution. Motion approved unanimously.
- b. **Appropriate Funds for FY2025:** Norman moved, Potts seconded, to adopt the Resolution to Appropriate Funds for FY2025, with noted adjustments, and authorize Rose to sign the copy of the resolution. Motion approved unanimously.
- c. **Set Mill Levy for FY2025:** Shonk moved, Norman seconded, to adopt the Resolution to Set Mill Levy for FY2025, with noted adjustments, with the mill levy remaining at 9.500 mills, authorize Rose to sign the copy of the resolution, and authorize Ellson to sign the mill levy certification which will be forwarded to the County by the rescheduled due date. Motion approved unanimously.

Ellson will prepare final copies of the resolutions and budget transmission documents for signing at the January board meeting and subsequently upload the budget documents to the Colorado Department of Local Affairs (DOLA) portal prior to the 1/30/25 deadline.

## NEW BUSINESS

1. **Customer Payment Options:** This item was tabled, though the board plans to adopt this in 2025.
2. **Customer Leak Reprieve:** Lot #36 customer is requesting a reprieve on his water bill due to some plumbing work and altered water pressure in his home which caused a bathroom toilet valve to nearly continuously run. The problem has since been fixed. By consensus, the board approved.
3. **Board Vice President:** Rose noted that it has been a while since the board had a Vice President. He moved, Potts seconded, to appoint Shonk to the position. Motion approved unanimously.

## ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at about 19:22 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors

**TURKEY CAÑON RANCH WATER DISTRICT**  
**Minutes, Board of Directors Meeting**  
**Wednesday, December 18, 2024**

**CALL TO ORDER**

The meeting was called to order by President Jim Rose at 18:30 hours.

**ATTENDANCE**

- Board Members:** Mark Norman, Jim Potts, Jim Rose and Randy Shonk (by phone)  
(Ben Makkinje was excused for personal reasons.)
- Operator:** Ellen Ellson
- Guests:** Paul & Cindy Ragan, Chris & Pamela Sheldon and Bill Swihart (residents)

1. **November Meeting Minutes Approval:** Potts moved, Norman seconded, to approve the Minutes of the November board meeting as presented. Motion approved unanimously.
2. **Financial Report:** The HOA's insurance reimbursement was received. Potts mistakenly made 2 personal purchases with the WD's credit card on 11/25. His reimbursement will show next month.
3. **ORC & Water Operations:**
  - a. Ellson/Rose continue to pressure Clean Harbors regarding spent resin disposal. Apparently, they are still waiting on a response from the State and County. Deer Trail is the only site for disposal in Colorado. Transportation of the waste is not the issue, but rather the site's acceptance limits.
  - b. Ellson/Norman completed a periodic inspection of the 180 Kgal tank, including replacing the gasket on the lid, as well as the nuts and bolts securing the lid.
  - c. The issue with distribution pump #2, which was recently installed but found to be non-functional, has been resolved. Both distribution pumps are now able to be online.
4. **Customer Billing & Usage:** Loss was ~4% for November with a few higher than normal users.
5. **Meter Upgrades & Pit Compliance:** Ellson plans to proceed with submitting a grant application to the US Bureau of Reclamation's Water SMART Small-Scale Water Efficiency Project funding opportunity. Deadline for submission is 1/14/25. She will begin some of the preliminary steps soon.
6. **Propane Tank Ownership Transfer:** The HOA finds the most recent draft Bill of Sale and Lease Agreement unacceptable. Legal counsel for the WD suggests that the Bill of Sale be executed and the parties work cooperatively toward a viable agreement to be finalized by 2/1/25. He also requested a certificate of coverage from the HOA, naming the WD as additional insured.

**NEW BUSINESS**

1. **Customer Payment Options:** Ellson is working toward signing up for this service in 2025 to give customer more ways to pay their water bill.

**ADJOURNMENT**

There being no further business, by consensus, the meeting was adjourned at about 19:13 hours.

Respectfully submitted and so approved,

Jim Potts, Secretary  
TCRWD Board of Directors