

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE FOREST VIEW ACRES WATER DISTRICT AND THE BOARD OF DIRECTORS OF THE WATER ACTIVITY ENTERPRISE HELD February 28, 2018

A regular meeting of the Board of Directors of the Forest View Acres Water District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was held on Wednesday, February 28, 2018, at 6:00 p.m., at the Monument Sanitation District, 130 2nd Street, Monument, Colorado. This meeting was open to the public.

ATTENDANCE

In attendance were Directors:

Gene Ashe
Hans Zimmermann
Anne Bevis
Brad Hogan
Eck Zimmermann

Also in attendance were:

Jim McGrady; Community Resource Services ("CRS")
Clyde Penn; ORC, LLC

ADMINISTRATIVE MATTERS

Director Ashe called the meeting to order at 6:00 p.m.

Agenda - Mr. McGrady distributed for the Board's approval the proposed agenda. Director Hans Zimmermann moved to approve the agenda as amended. Adding to Operations, tool box for operators stored at the Arapahoe Plant. Under Capital, add raising tap fees. Upon a second by Director Bevis vote was taken and motion carried unanimously.

Minutes - The Board reviewed the minutes of the January 24, 2018 Special meeting. Director Eck Zimmermann moved the minutes be approved as amended on Page 4 of the packets. Strike check #04483 for \$647.00 The Board believes the check was not voided. Upon a second by Director Bevis, vote was taken and motion carried unanimously.

The Board reviewed the minutes of the February 6, 2018 Work Session Meeting. Director Bevis moved the minutes be approved as presented. Upon a second by Director Hogan, vote was taken and motion carried unanimously.

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Public Comment – In attendance was Marty Taylor, Nancy Wilkins and John Howe. Mr. Howe was interested in who is running for the vacant board seats. Mr. Taylor and Ms. Wilkins indicated they were planning to run.

Review Action Item Management Report for January 24, 2018

- i. Mr. Penn wants to discuss with J&K and engage J&K.
- ii. Capital Improvement Plan open.
- iii. Discuss culvert cleaning with J&K to see if they can assist with cleaning
- iv. The meters were tested. Work done last week meters are within tolerance. Close out.
- v. Sand is on order and will hold out until we have high turbidity.
- vi. Close ORC Contract.
- vii. Board compensation for extra meetings – complete.
- viii. Note on utility billing regarding election – Done.
- ix. Cash Position – Done.
- x. Letter to Nevins regarding beaver dam – Done.

OPERATIONS & MAINTENANCE

Operations Report – Mr. Penn presented the January 2018 /February 2018 Operations report for the Board’s review, a copy of which is attached to these minutes and incorporated herein.

- Arapahoe Water Plant produced 1% on demand.
- There was a low water pressure complaint 17630 Shiloh Pines
- There is a problem with the resin filter.

Water Main Break – Red Forest Road – Mr. Penn reviewed the water main break for the Board. The recycle line was repaired. The Surface Plant is functioning. There are problems maintaining Chlorine residual. Mr. Penn has been able to repair. He will put in new meters for the Board Members at their homes. He will take an inventory of District owned tools. He will also replace any of the material used to fix leak.

Review and Consider Approval of the ORC Professionals Agreement with Forest View Acres Water District for Calendar Year 2018 –

See Meeting Continuation Section for official Board action taken on this item.

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CAPITAL ITEMS

Monthly Report prepared by JDS Hydro – Mr. McGinn was absent, however the Board reviewed the report which was previously submitted.

Capital Improvement Plan Update JDS Hydro

- Construction standards are pretty good. Ms. Begeman will do a detailed review. Need to try and standardize on a hydrant.
- Capital Improvement Plan – Needs Gabby, Clyde and Gwen to support Director Bevis. They will have a good draft by early April. They will list major O&M. Director Bevis will email the capital plan to Ms. Begeman probably on March 5, 2018. Candidate projects have been presented by Ms. Begeman and Ms. Dall.
- Tap Fees – This is an additional item added to the agenda. We need to maximize revenue from tap fees. The public hearing on tap fees will be held on April 25, 2018. Implementation will take place on May 1, 2018. Mr. McGrady will research tap fees.

FINANCIAL MATTERS

Treasurers Report/Bank Balances – Director Hans Zimmermann verified the Districts bank balances.

Payment of Claims - Mr. McGrady requested the Board approve the payment of claims for February represented by check numbers 04487 – 04515 totaling \$20,299.03. Director Hans Zimmerman moved to approve the payables as presented. Upon a second by Director Hogan, vote was taken and motion carried unanimously.

Monthly Cash Position and Unaudited Financial Statements - Mr. McGrady and Director Hans Zimmerman reviewed the monthly cash position and unaudited financial statements.

DIRECTOR'S ITEMS

- Email from Director Bevis. Have Nevin's easements rerecorded with exhibits. Discontinue the Master Plan. The Master Plan was considered an asset. Director Bevis moved to approve retiring the Master Plan developed by Baseline and fully depreciate it. Upon second by Director Eck Zimmermann, vote was taken and motion carried unanimously.

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- Mr. McGrady gave an update on Drop Box. It syncs with the District's files kept by CRS hourly and is in a "read only" format. The Board will review the files to make sure all is working well.
 - Additional folders. Director's Library.
 - Work in progress folder
 - The Board will send an email to Director Bevis as to what should be in the Director's Library.

- The District's auditor suggested doing an audit every three years.
- Water rights memo added to Director's Folder.
- JDS will serve letter added to Director's Folder
- Policy: Only thing that needs to be done before May are the Annual Items.

OTHER BUSINESS

- A. Update Board regarding meeting with Leonard Rice Engineers.
- B. Update on Drop Box
- C. Look Ahead Schedule – Delete line 3 and 4 from Policy in Look Ahead Schedule. Line item on Agenda

LEGAL BUSINESS

Director Hogan moved that the Board enter Executive Session pursuant to Section 24-6-402(4) (e), C.R.S. Upon a second by Director Bevis, a vote was taken and the motion carried unanimously.

The following items were discussed:

- Review Draft CRS Management Contract

The Executive Session was entered at approximately 8:19 p.m. and exited at approximately 8:26 p.m. Director Bevis moved that the Board adjourn the Executive Session. Upon second by Director Hans Zimmermann, a vote was taken and the motion carried unanimously.

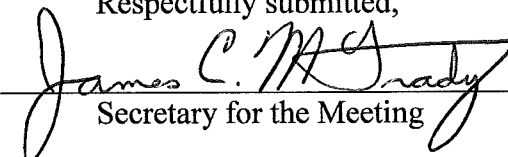
CONTINUATION OF OPEN MEETING -The Board then returned to regular session where a vote was taken on the 2018 ORC contract. Director Bevis moved to approve the 2018 ORC contract. Upon second by Hans Zimmermann, a vote was taken and the motion carried unanimously

ADJOURNMENT There being no further business to come before the Board, upon motion duly made by Director Bevis,

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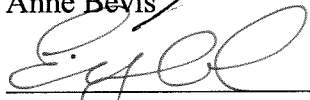
seconded by Director Hogan, the meeting was adjourned at approximately 8:27 p.m.

Respectfully submitted,

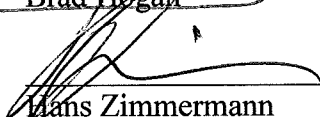

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 28, 2018 MINUTES OF THE FOREST VIEW ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Anne Bevis


Eugene Ashe


Brad Hogan


Hans Zimmermann

Eck Zimmermann

Forest View Acres Water District

Operations Report – January / February 2018

Prepared by Gabrielle Begeman and Clyde Penn

ORC Water Professionals

Arapahoe Water Plant

- The plant produced 1% of demand
- Purged Chlorine Analyzer as Needed
- Ran plant occasionally – During water leak on the 11th of February
- Replaced Tubing on Chlorine Feed Pump
- Plant Checks, Mixed Chemicals

Booster Pump Station

- Checked Booster Station

Distribution

- Meters Read on 26 January and 26/27 February
- Monthly BACTI's / HAA5/TTHM Samples

Surface Water Plant

- The plant produced 99% of demand
- Plant stayed online most of the month, flow rate; running at 35 gpm, inlet pressure holding around 90 - 95 psi. Getting 400 + Hour Runtimes between Backwashes.
- Completed monthly MOR report for state
- Pulled Raw Water BACT Samples – Two Times
- Replaced Housing on Chlorine Feed Pump – Cracked and Not Pumping Chlorine; Also replaced Stenner Pump Tube
- Recycle Line Cracked – Parts on Order to Repair
- Plant Checks, Mixed Chemicals

Locates

- Completed 1 Locates for the Month
 - o Rockbrook Dr. – Gas Service

Meters

- Installed New Meter on Red Forest Road – Ruptured Disc on Old Meter
- Have New Gaskets onhand so can start installing more meters

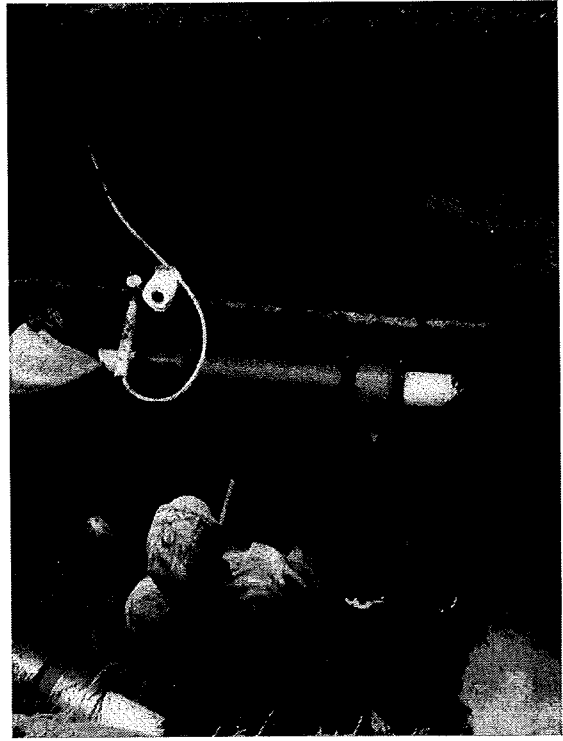
Projects

- Shelving AWP - Not Started

Production for the Month of January 2018

Year	Month	SWTP Production -BW	% of Total	AWP Production	% of Total	Total Production	Total Water Sold	Percentage Discrepancy
2018	Jan	1,488,302	99%	12,965	1%	1,501,267	1,084,766	27.74%
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
Total		1,488,302	99%	12,965	1%	1,501,267	1,084,766	27.74%
Year	Month	SWTP Production -BW	% of Total	AWP Production	% of Total	Total Production	Total Water Sold	Percentage Discrepancy
2017	Jan	1,476,520	95%	82,837	5%	1,559,357	1,130,141	27.53%
	Feb	843,516	55%	694,339	45%	1,537,855	1,197,399	22.14%
	Mar	933,106	64%	525,826	36%	1,458,932	1,153,797	20.91%
	Apr	-81,641	-3%	1,938,146	103%	1,876,505	1,125,505	40.02%
	May	-1,704	0%	1,882,925	100%	1,881,221	1,460,368	22.37%
	Jun	510,292	22%	1,791,321	78%	2,301,613	1,838,738	20.11%
	Jul	1,486,905	71%	612,294	29%	2,098,199	1,759,007	16.17%
	Aug	1,547,716	81%	365,535	19%	1,913,251	1,496,262	21.79%
	Sep	1,970,185	92%	181,321	8%	2,151,506	1,682,121	21.82%
	Oct	1,144,748	87%	172,706	13%	1,317,454	1,084,275	17.70%
	Nov	1,538,997	97%	40,476	3%	1,579,473	1,241,390	21.40%
	Dec	1,406,281	95%	72,983	5%	1,479,264	1,169,688	20.93%
Total		12,793,921	63%	8,360,709	37%	21,164,630	16,338,691	22.77%

*Leak near the Corner of Red Forest and Forest View Rd. Approximately 200 gpm. Took awhile to isolate due to frozen valve lid and frozen water inside of valve box. J&K made repairs.



Colorado Department of Public Health and Environment
 Monthly Operating Report (MOR) - Data Sheet
 Conventional and Direct Filtration

System Name: FOREST VIEW ACRES WD PWSID: CO0121250 State Assigned ID: 001 Monitoring Period: Aug2017
 Required Number of Turbidity Readings Per Day: 6 Required Number of Chlorine Readings Per Day: 2

Date	Combined Filter Effluent Turbidity (NTU)							Entry Point Residual Disinfection (mg/L)							Comments*
	Grab Samples							Continuous Samples							
	8a-8a Time: 800a	8a-12 Time: 800a	12-4p Time: 1200p	4p-8p Time: 800p	8p-12 Time: 2000p	Highest Turbidity Reading	Highest Reading Time	12-4a Time: 800a	4p-8a Time: 800a	8a-12 Time:	12-4p Time: 2000p	4p-8p Time: 2000p	8p-12 Time:	Lowest Residual Reading	
1	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	0.509	0.509	
2	0.018	0.129	0.234	0.02	0.143	0.019	0.2339	8:12:26		1.329		1.464		1.326	
3	0.055	PO	PO	0.243	0.081	PO	0.2427	15:13:47		PO	1.051		1.285	1.051	
4	0.065	0.265	0.089	0.02	0.288	0.017	0.2884	17:04:31		1.332		1.072		1.072	
5	0.151	0.078	PO	0.027	0.028	0.257	0.2567	22:10:58		1.594		1.299		1.299	
6	PO	PO	PO	0.019	0.226	PO	0.2255	18:00:00		PO	0.934		PO	1.092	1.092
7	0.03	PO	0.019	0.04	PO	0.596	0.596	23:06:50		0.934		1.188		0.934	NTU <0.3 w/ 30 min
8	0.346	PO	PO	PO	PO	PO	0.3461	0:07:03	0.87	PO	PO	PO	PO	0.87	NTU <0.3 w/ 30 min
9	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	
10	PO	PO	PO	PO	PO	PO	PO	PO	PO	PO	0.372	0.611		0.372	
11	0.066	PO	PO	0.169	0.393	0.081	0.3933	16:28:39		PO	0.948		1.381	0.948	NTU <0.3 w/ 30 min
12	0.04	PO	0.222	0.136	0.123	PO	0.2219	6:45:00		0.852	1.059		PO	0.852	
13	0.145	0.269	0.071	0.121	0.246	PO	0.2688	7:50:24		0.852		PO	0.927	0.852	
14	0.078	0.306	PO	0.157	0.102	0.127	0.3068	7:55:44		1.48	1.195		1.548	1.195	NTU <0.3 w/ 30 min
15	PO	0.267	0.168	0.182	0.185	0.171	0.2672	6:30:45		1.044			1.660	1.044	
16	0.115	0.426	PO	0.107	0.113	0.129	0.4262	7:51:23		1.466	1.202		1.477	1.202	NTU <0.3 w/ 30 min
17	PO	PO	0.34	0.096	0.116	0.244	0.3397	6:28:50		PO	1.01		1.45	1.01	NTU <0.3 w/ 30 min
18	0.06	0.132	0.219	0.089	PO	PO	0.2195	9:47:26		1.483		PO	1.113	1.113	
19	0.142	0.137	0.213	0.102	0.091	0.101	0.2127	11:08:00		1.518	1.223		1.436	1.223	
20	0.131	0.508	0.193	0.135	0.162	0.166	0.5059	4:57:02		PO	0.948		1.539	0.948	NTU <0.3 w/ 30 min
21	0.228	PO	0.178	0.133	0.165	0.114	0.2279	3:47:07		1.326			1.573	1.326	
22	0.137	0.146	0.111	0.33	0.157	0.148	0.33	13:24:34		1.333			1.546	1.333	NTU <0.3 w/ 30 min
23	0.161	PO	0.337	0.164	0.088	0.133	0.3369	8:13:45		PO			1.127	1.127	NTU <0.3 w/ 30 min
24	0.083	0.157	0.099	0.087	0.119	0.217	0.2175	21:21:00		1.807			1.463	1.127	
25	PO	0.181	0.237	0.157	0.157	PO	0.2371	9:24:40		1.024		PO	1.422	1.024	
26	PO	0.285	0.128	0.09	0.143	0.113	0.2852	5:44:10		1.03			1.402	1.03	
27	0.439	0.116	0.077	0.1	0.143	0.163	0.4386	3:03:54	1.229	1.848		1.532	1.229	NTU <0.3 w/ 30 min	
28	0.127	0.168	0.101	0.301	0.15	0.139	0.3006	2:54:12	1.394	1.539		1.47	1.394	NTU <0.3 w/ 30 min	
29	0.123	PO	0.11	0.163	0.228	0.106	0.2259	5:16:02		1.133			1.512	1.133	
30	0.151	0.377	0.156	0.148	0.084	0.146	0.3773	7:20:50		1.161			1.573	1.161	NTU <0.3 w/ 30 min
31	0.118	0.21	0.168	0.114	0.099	0.104	0.2103	4:40:00		1.23			1.573	1.23	

*If the plant is offline input "PO" in the blank

*If at ANY time the entry point residual chlorine falls below 0.2 mg/L, the system must

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Date	Combined Filter Effluent Turbidity (NTU)							Entry Point Residual Disinfection (mg/L)							Comments*
	Grab Samples							Continuous Samples							
	8a-8a Time: 800a	8a-12 Time: 800a	12-4p Time: 1200p	4p-8p Time: 800p	8p-12 Time: 2000p	Highest Turbidity Reading	Highest Reading Time	12-4a Time: 800a	4p-8a Time: 800a	8a-12 Time:	12-4p Time: 2000p	4p-8p Time: 2000p	8p-12 Time:	Lowest Residual Reading	
1	0.117	0.118	0.114	0.119	0.164	0.165	0.1654	22:11:26		1.238		1.126	1.07	1.07	
2	0.187	0.166	0.161	0.164	0.136	0.131	0.1674	2:57:26		0.988		1.029		0.988	
3	0.13	0.132	0.127	0.132	0.14	0.143	0.1426	22:16:17		1.022	1.008		1.07	1.008	
4	0.15	0.152	0.162	0.141	0.143	0.162	0.1522	7:18:17	1.036				1.462	1.036	
5	0.158	0.149	0.140	0.173	0.176	0.166	0.1758	16:25:39		1.448		1.4	1.407	1.4	
6	0.187	0.167	0.164	0.162	0.163	0.158	0.187	1:42:43		1.407		1.4	1.426	1.4	
7	0.158	0.161	0.149	0.147	0.15	0.147	0.1578	0:17:44		1.42		1.372	1.393	1.372	
8	0.145	0.148	0.144	0.153	0.152	0.151	0.1526	14:28:13		1.407		1.407	1.386	1.386	
9	0.148	0.147	0.161	0.142	0.144	0.149	0.1514	9:15:11		1.386		1.372	1.386	1.372	
10	0.147	0.145	0.147	0.143	0.171	0.189	0.1706	19:07:56		1.385			1.31	1.276	1.276
11	0.161	0.163	0.15	0.146	0.143	0.143	0.1614	0:09:03		1.278			1.235	1.228	1.228
12	0.139	0.136	0.136	0.135	0.155	0.137	0.155	16:02:56		1.18			1.162	1.118	1.118
13	0.138	0.137	0.137	0.137	0.139	0.139	0.139	16:08:17		1.05			1.029	1.015	1.015
14	0.139	0.139	0.137	0.143	0.139	0.142	0.143	15:13:25		0.988			1.188	0.988	
15	0.144	0.139	0.143	0.144	0.178	0.587	0.5872	20:34:57	1.043	1.084			1.194	1.043	NTU <0.3 w/ 30 min
16	0.135	0.148	0.147	0.147	0.142	0.141	0.1478	6:22:07		1.173			1.077	1.07	1.07
17	0.183	0.131	0.156	0.159	0.181	0.197	0.1875	21:15:49		1.009			0.995	0.985	
18	0.187	0.189	0.183	0.177	0.182	0.185	0.1891	5:17:24		1.084	1.063		1.097	1.063	
19	0.161	0.172	0.164	0.164	0.182	0.185	0.1647	20:28:16	1.104	1.112			1.049	1.104	
20	0.179	0.169	0.157	0.147	0.15	0.15	0.179	0:12:06		1.049	1.029		1.058	1.029	
21	0.142	0.142	0.139	0.139	0.134	0.139	0.1418	12:02:24 AM		1.257			1.057	1.057	
22	0.193	0.131	0.133	0.132	0.139	0.137	0.139	17:26:36		1.036			0.981	0.981	
23	0.137	0.136	0.136	0.138	0.137	0.136	0.1378	12:45:54		1.008			1.036	0.994	0.994
24	0.197	0.138	0.135	0.135	0.138	0.137	0.1362	17:22:15	0.953	0.994			1.681	0.953	
25	0.138	PO	PO	PO	0.191	0.12	0.1911	17:57:43	1.653	PO	PO	PO	1.448	1.653	
26	0.132	0.141	0.145	0.148	0.166	0.149	0.1658	17:17:55		1.737			1.516	1.489	1.489
27	0.15	0.145	0.136	0.134	0.133	0.128	0.1498	0:49:35		1.496			1.351	1.241	1.241
28	0.129	0.127	0.145	0.125	0.127	0.127	0.1454	9:11:47		1.325			1.049	1.029	1.029
29	0.127	0.128	0.128	0.128	0.132	0.129	0.1318	17:18:55		1.14			1.022	0.987	0.987
30	0.128	0.13	0.128	0.13	0.131	0.132	0.1322	20:55:04		1.093		0.998	1.18	0.988	
31	0.133	0.133	0.133	0.133	0.133	0.133	0.1334	5:57:04		1.16			1.029	0.987	0.987

*If the plant is offline input "PO" in the blank

*If at ANY time the entry point residual chlorine falls below 0.2 mg/L, the system must

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