

# RECORD OF PROCEEDINGS

---

**MINUTES OF A SPECIAL  
MEETING OF THE BOARD OF DIRECTORS OF  
THE FOREST VIEW ACRES WATER DISTRICT  
AND THE BOARD OF DIRECTORS OF THE  
WATER ACTIVITY ENTERPRISE  
HELD  
November 28, 2018**

A special 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, November 28, 2018, at 5:30 p.m., at the Monument Sanitation District, 130 2<sup>nd</sup> Street, Monument, Colorado. This meeting was open to the public.

ATTENDANCE

In attendance were Directors:

Eck Zimmermann  
Brad Hogan  
Hans Zimmermann  
Marty Taylor  
Nancy Wilkins

Also, in attendance were:

Joel Meggers; Community Resource Services (“CRS”)  
Clyde Penn; ORC, LLC  
John McGinn; JDS Hydro  
John Howe; OCN Newspaper

ADMINISTRATIVE  
MATTERS

The meeting was called to order at 5:32 p.m.

Agenda - Mr. Meggers distributed for the Board’s approval the proposed agenda. Director Taylor moved to approve the agenda as presented. Upon a second by Director Hans Zimmermann vote was taken and motion carried unanimously.

Minutes – The Board reviewed the minutes of the October 24, 2018 regular board meeting. Director Taylor moved the minutes be approved as presented. Upon a second by Director Hans Zimmermann, vote was taken, and motion carried unanimously.

Review & Consider Approval of Annual Administrative Matters Resolution – The Board reviewed the Annual Administrative Matters Resolution. Director Taylor moved to approve the resolution as revised by deleting the 8<sup>th</sup> paragraph. Upon a second by Director Wilkins, vote was taken, and motion carried unanimously.

## RECORD OF PROCEEDINGS

---

Public Comment - None

### OPERATIONS & MAINTENANCE

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

The board directed ORC to replace the copper tubing on the PRV at Sandstone and Pixie Park with stainless steel tubing. The Board approved to do the smaller PRV a cost of \$2,400.

Review Water Quality Grant Submittal for DOVE Project – Mr. Meggers reported that the application had been submitted and that we are waiting to hear back from CDPHE.

Review Eye- On- Water 1 Day in Arrears – Director Eck Zimmermann asked that the district follow-up on his data issue with National Meter. Mr. Meggers suggested that he would invite Jon Watson from National Meter and Automation to attend the next board meeting to answer any questions or trouble shoot any items that the board may have.

### CAPITAL ITEMS

Monthly Report by JDS Hydro– Mr. McGinn presented his report to the Board.

Review Well A-1 Equipment Replacement Proposals – The Board approved \$53,446 to order the back-up pump for the ATP well.

Converting the Back-Wash Pond into Raw Water Storage – The board directed JDS-Hydro to perform a site inspection and start to develop a conceptual plan for this project.

### FINANCIAL MATTERS

Treasurers Report – Director Wilkins presented that the cash balances in the financials reconciled with the bank statements.

Treasurers Recommendation for Additional Information – Ms. Wilkins recommended that ORC add new water taps to their monthly Operation and Maintenance reports.

Payment of Claims - Mr. Meggers requested the Board approve the payment of claims for November represented by check numbers 04651 – 04665 totaling \$31,074.84 and Auto Payments for utilities totaling \$2,372.88. Director Hans Zimmermann moved to approve the payables as presented. Upon a second by Director Taylor, vote was taken, and motion carried unanimously.

## RECORD OF PROCEEDINGS

Monthly Cash Position and Unaudited Financial Statements – Mr. Meggers reviewed and presented the monthly cash position and unaudited financial statements.

Adopt 2019 Budget – The Board adopted the 2019 budget as revised. Director Taylor moved to approve as revised. Upon a second by Director Hans Zimmermann, vote was taken, and motion carried unanimously.

Review and Discuss 2019 Fee Resolution – The Board reviewed the 2019 Fee Resolution. Director Eck Zimmermann moved to approve as revised. Upon a second by Director Hans Zimmermann, vote was taken, and motion carried unanimously.

Discuss Changing Banking Relationships – The Board reviewed the banking options. Director Hans Zimmermann moved to approve changing banks. Upon a second by Director Eck Zimmermann, vote was taken, and motion carried unanimously. The Board wants “120 days until void” added to the bank checks.

Consider Approval of Proposal to Conduct 2018 Audit – Director Wilkins moved to approve conducting a 2018 Audit and to engage Schilling and Company to audit the financial statements. Upon a second by Director Taylor, vote was taken, and motion carried unanimously.

DIRECTOR'S  
ITEMS  
OTHER  
BUSINESS

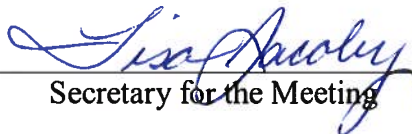
Update on Higgins Inclusions (All 3 Lots) – Mr. Meggers reported that he had not received a written proposal or conceptual plan to relocate and upgrade the district's water tank from Mr. Rockwood.

Look Ahead Report - Mr. Meggers reviewed and discussed the Look Ahead Report with the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Wilkins, seconded by Director Taylor, the meeting was adjourned at approximately 7 p.m.


Respectfully submitted,

  
Secretary for the Meeting

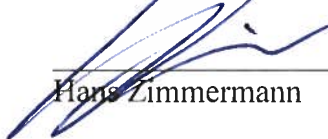
**RECORD OF PROCEEDINGS**


---

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

  
\_\_\_\_\_  
Eck Zimmermann

  
\_\_\_\_\_  
Brad Hogan

  
\_\_\_\_\_  
Hans Zimmermann

\_\_\_\_\_  
Martin Taylor  
  
\_\_\_\_\_  
Nancy Wilkins

# Forest View Acres Water District

Operations Report –25 October 2018 to 20 November 2018

Prepared by Gabrielle Begeman and Clyde Penn

ORC Water Professionals

## Arapahoe Water Plant

- The plant produced 65% of demand for September
- Purged Chlorine Analyzer as Needed
- Plant Checks, Mixed Chemicals

## Booster Pump Station

- Checked Booster Station

## Distribution

- Meters will be Read 27 or 28 November 2018
- Monthly BACTI's / HAA5 TTHM Samples
- Replaced copper tubing on PRV at Sandstone and Pixie Park with Stainless Steel Tubing to do the smaller PRV cost is \$2400.00

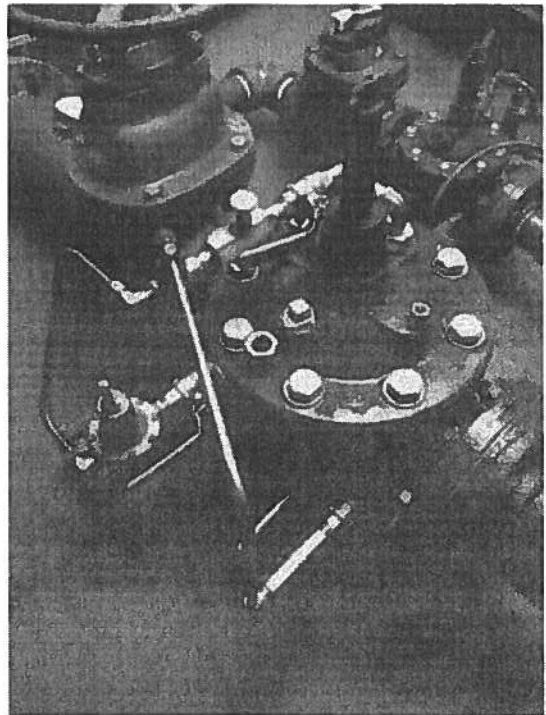
## Surface Water Plant

- The plant produced 35% of demand for October
- Plant staying on line, continuous, inlet pressure holding around 95 psi. with a flow of 20 - 25 gpm; Runtimes around 60+ hours between Backwashes
- Completed monthly MOR report for state – No Violations, using new report dictated by DOVE Inspection
- Plant Checks, Mixed Chemicals

## Locates

- Completed Locates for the Month
  - o All houses along Oxbridge and Lake Meadow for new Electrical Line

## Meters



## Projects

- Shelving AWP – Not Started

## Production for the Month of August 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	1,573,180	92%	132,550	8%	1,705,730	1,129,429	33.79%
	Mar	1,156,615	88%	152,361	12%	1,308,976	1,052,902	19.56%
	Apr	1,154,530	87%	171,314	13%	1,325,844	1,109,939	16.28%
	May	899,460	43%	1,203,319	57%	2,102,779	1,771,596	15.75%
	Jun	1,066,912	43%	1,401,376	57%	2,468,288	2,068,677	16.19%
	Jul	40,469	2%	2,467,250	98%	2,507,719	2,083,338	16.92%
	Aug	136,829	5%	2,481,935	95%	2,618,764	2,197,529	16.09%
	Sep	1,050,432	50%	1,077,393	51%	2,121,825	1,898,916	10.51%
	Oct	646,368	35%	1,210,893	65%	1,857,261	1,459,125	21.44%
	Nov							
	Dec							
<b>Total</b>		<b>9,213,097</b>	<b>54%</b>	<b>10,311,356</b>	<b>46%</b>	<b>19,518,453</b>	<b>15,856,217</b>	<b>18.76%</b>

### 2018 Water Leaks:

11 February 2018 – Forest View and Red Forest: Repaired by J&K; Flowed Hydrants after Repairs

27 August 2018 – Sandstone and Pixie Park PRV – Leaking; Parts (SS) on order – Setting up a date for Repair/Training to install parts

27 August 2018 – 4315 Sandstone service line leak – Isolated/Repaired

29 October 2018 Sandstone and Pixie Park PRV – Leaking at outlet pressure gauge - Repaired