

**AGENDA FOR THE PINE BROOK WATER DISTRICT
BOARD MEETING OF JULY 21ST, 2018**

- 1. VISITOR COMMENTS/BUSINESS**
- 2. PFC TESTING**
- 3. RATE STRUCTURE OPTIONS**
- 4. SLUDGE DISPOSAL STUDY RESULT – They will be present**
- 5. UPDATING OF EMPLOYEE HANDBOOK**
- 6. FEMA ALTERNATIVE PROJECT –**
 - A Tank Painting**
 - B Meadowlook Pipeline**
 - C Reservoir Grate**
 - D P – 5 building replacement**
 - E Replacement Trucks**
- 7. FOUR MILE FIRE PROTECTION DISTRICT WATER SALE/LEASE FOR FIRE PONDS AND CONDITIONS**
- 8. CASH MINE UPDATE**
- 9. STATUS OF WITTEMYER WELL IN FOUR MILE**
- 10. REVIEW OF ACCOUNTS WITH BALANCES OVER \$1,000.00 THAT ARE ALSO OVER A MONTH OLD.**
- 11. REVIEW OF ADJUSTMENT REGISTER FROM MONTHLY BILLINGS**
- 12. RESERVOIR STATUS –**
 - A. STATUS OF RESERVOIR LEVEL, FOUR MILE CREEK FLOWS, & WATER CALL**
- 13. BILLS**
- 14. WATER QUALITY TESTING RESULTS**
- 15. OTHER MATTERS**
- 16. REPAIR AND MAINTENANCE BEYOND NORMAL OPERATIONS**
- 17. MINUTES OF THE JUNE 13TH AND JUNE 21ST, 2018 MEETINGS,**

1. **Visitor Comments/Business:** No current items that we are aware of.
2. **PFC Testing:** The costs for these tests was \$250.00 per test so we are proceeding with the testing. The District is testing three sites; 1 – the raw water from Four Mile, 2 – the raw water from the reservoir, and 3- the finished water as it leaves the filter plant.
3. **Rate Structure Options** – We are working on the information for the public input. Once that is complete then we will post dates that we will be available to discuss the information and gather feedback.
4. **Sludge Disposal Options** - The study should be complete before the Board meeting and we will be sending out a notice that the Board will be discussing the results of that study. See end of agenda items discussion for a fuller discussion of the costs for the sludge project.
5. **Updating of Employee Handbook** – Joyce currently has the sample handbook and notes for her review/input. Then I'm sure we will meet and try get a rough draft for Board discussion.
6. **FEMA Alternative Project** – the tank project award should be completed by the Board meeting date. Will give updates as they occur but it appears that the tanks will be done this year.
 - A Tank Painting – about to be awarded.
 - B Meadowlook Pipeline – this project is not going to proceed unless other funding can be found as there is no available funds from this project.
 - C Reservoir Grate – competitive pricing has been obtained, expect the work to occur this summer. Cost is less than \$5,000.00
 - D P-5 Building Replacement – this project is not going to happen under this project.
 - E Replacement Trucks – developing specifications so that we can get bids/pricing from various brands/dealers. This will not go out to bid until we are further along with the tank painting project.
7. **Four Mile Fire Water Sale/Lease** – their decree is scheduled for a hearing/trial before a water court judge.
8. **Cash Mine Water Update** – has filed another extension request and it has been granted, so they now have until mid-August to complete the requests for additional information.
9. **Wittemyer Well** – no new updates.
10. **Accounts owing over \$1,000.00** – one account owes over \$2,200.00 of which almost \$250.00 is from last month, expect that to be paid this month (this not an account which is problematic), another account for over

\$1,150.00 but is again a normal payer so no expected problems.

11. Adjustments made for the last month –2 turn off notices, 1 adjustment for water used for the flood memorial.

12. Reservoir Status – Reservoir is within the top foot. We have been transferring water to keep the reservoir level high but have shut down that process on July 11th as Four Mile Creek levels are dropping quickly.

13. Bills – Bills to be prepared before the meeting date. The District was “hacked” and an attempt was made to get money from one of our accounts. This attempt was stopped by the Bank and new accounts are being set up.

14. Water Quality – Bac-T tests all passed. Water tests were also done for hardness (still high at 217.5 ppm), Inorganics all but Barium and Sodium were below detectable levels and those two were low, Volatile Organics all below detectable levels, Fluoride was 0.25 ppm (allowable high level of 4 ppm), and Nitrate was 0.3 ppm with an allowable level of 10 ppm.

15. Other Matters – none that I know of.

16. Repair and Maintenance beyond normal operations – installed a new fire hydrant on Fountaintree Lane for use with the temporary tank to be used while painting tank R-2.

The study by S & R should be completed by July 11th, 2018. The results of the study is that there is no health threat to the community nor to the employees so long as basic safety practices are followed. These practices are items like when it is dry enough to load into the dump trailer that it is then covered to prevent excessive drying, that monitoring is done to check the dryness and if needed that the sludge be wetted to keep it from becoming “dust” dry (even though it will be covered this is a safety precaution), that if an employee handles the sludge and gets it on their hands then they should wash their hands, etc.

S & R found that by drying the sludge the District would have a substantial savings in disposal costs. It is estimated that the cost for disposal will be of the sludge will be about \$315.00 a year and the testing even if needed to be done yearly are \$456.00 a year (likely the testing will only need to be done once every three years). There is employee time to haul the sludge to the landfill which will require about 2.5 hours each time and probably would occur 3 to 6 times a year, to move the wet sludge to the drying bed – about 1 hour a week, and then to remove the dried sludge to the dump trailer – again about another hour a week (we are estimating the hours to the high side).

Our current best breakdown of costs to implement the sludge drying bed

Costs are;	1.	S & R study	\$21,000
	2.	Cost to construct drying bed	\$27,000
	3.	Cost for equipment	\$50,000
		Total Capital Cost	\$98,000

Current budgeted disposal costs are	\$45,000
Already spent this year for disposal	\$15,000
Estimated disposal costs for rest of year w/ drying	\$2,000

Savings from operational budget this year **\$28,000**

The remaining capital cost (\$98,000 minus the \$28,000 savings from this year's operational budget) is \$70,000 (which includes the study).

Payback is 1.75 years for the \$70,000 based on a savings of \$40,000 a year as future years budget disposal costs are \$5,000 (probably less) a year.

The breakdown of our reserves from current status to estimated end of year status is:

Money from the vehicle account	\$90,000
Beginning capital reserve status of	\$310,000

Total reserve status is **\$400,000**

Expenses:	
Costs for sludge project	\$70,000
Costs for new water service connections	\$10,000
Costs for repairs to tanks not covered by FEMA monies	\$60,800
Districts share of the FEMA project (12.5% matching funds)	\$70,830
District previous expenditure against FEMA project	\$18,880
Total costs to be expended	\$230,510

Leaving a reserve balance of **\$169,490**

Less FEMA hold back of **\$40,000**

Means an end of year reserve balance of **\$129,490**

There will be some costs for engineering depending on their level of involvement.