

**AGENDA FOR THE PINE BROOK WATER DISTRICT  
BOARD MEETING OF MAY 17<sup>TH</sup>, 2018**

- 1. VISITOR COMMENTS/BUSINESS**
- 2. ADMINISTERING OF OATH'S OF OFFICE**
- 3. RATE STRUCTURE OPTIONS**
- 4. SLUDGE DISPOSAL OPTIONS**
- 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 APRIL 15<sup>TH</sup>, 2018 MEETING,**

1. **Visitor Comments/Business:** No current items that we are aware of.
2. **Board Member Elections** – The canvass board will be meeting at 3:30 pm on May 17<sup>th</sup> to review and certify the results of the election. After that the duly elected candidates must be take an oath of office by June 7<sup>th</sup>.
3. **Rate Structure Options** – Now that the election is over rate structure options can again be discussed. I would suggest that since the discussions during the election time period kept getting sidelined by the other issues that new public hearings be held.  
These hearings would not need to be only at Board meetings, as a matter of fact I would suggest that a series of hearings be done at various times and days of the week to give residents options of when to come. These hearings would be strictly to discuss the rate options, show where the money goes, and how the revenues fluctuate based on the time of year. We will moderate these meetings as the goal is not to allow the meetings to get sidelined by any other type of discussions. The Board would not need to be present for these hearings though it would probably be good if for each meeting one or two members attended to hear the sentiments. Then based on all the information gathered further discussions by the Board would occur at a regular Board meeting. I have some further thoughts on these meetings that I will discuss at the Board meeting.
4. **Sludge Disposal Options** - The study is in progress, not sure that I will have much of an update by the meeting date.
5. **Updating of Employee Handbook** – talked to Employers Council on 4/9/18 and as part of our membership they have a standard handbook that meets all legal requirements. They are going to be sending us this handbook at no cost. If we make changes to it then will also review those changes also at no cost. Again since the election is over we can move forward on this topic. Might be best to assign/someone volunteer to work with the manager on tailoring the handbook to our district.
6. **FEMA Alternative Project** –
  - A Tank Painting – project is out to bid with bids due May 31<sup>st</sup> at 9:00 am.
  - B Meadowlook Pipeline – having problems getting this project out to bid but hope to have the issues resolved in the near future.
  - C Reservoir Grate – competitive pricing has been obtained, expect the work to occur this summer.
  - D P-5 Building Replacement – still trying to find more suppliers who can supply what we are after. Time table is unknown for now. This project is also on hold until we have the bids for the above projects.
  - E Replacement Trucks – developing specifications so that we can get bids/pricing from various brands/dealers. We will not be proceeding with

this part until we have the bids for the tank painting and pipeline.

7. **Four Mile Fire Water Sale/Lease** – still in the works, waiting for court approval of their plan.
8. **Cash Mine Water Update** – has until around mid-June to file additional information requested by the Division of Mine Safety or their permit will expire. This does not mean they could not file for another extension, we just don't know if they would get such an extension since they have already been given one (or more) previously.
9. **Wittemyer Well** – no new updates.
10. **Accounts owing over \$1,000.00** – two accounts owe over \$1,000.00, hope to have them resolved by the end of the month.
11. **Adjustments made for the last month** – no adjustments
12. **Reservoir Status** – Reservoir is down just less than 2 feet. We began a flushing of the reservoir bottom on May 14<sup>th</sup> and we anticipate that we will drain off about 1 foot of water or 3.5 acre feet of water. Then on May 16<sup>th</sup> we will begin moving raw water over to the reservoir from Four Mile Creek, this is in addition to the water we will be capturing from Two Mile Creek. **For everyone's information/clarification we capture all the water from Two Mile Creek that physically flows into the reservoir under a variety of legal strategies and have been doing so ever since the reservoir was built, so for 12 years.**
13. **Bills** – Bills to be prepared before the meeting date.
14. **Water Quality** – Bac-T tests all passed. Disinfection by-products testing was also done last month and the results of those tests were;  
HAA5 was 28.9 ug/l – allowable 60 ug/l  
TTHMs were 70.1 – allowable 80 ug/l  
The limits imposed are actually running annual averages and the tests are done quarterly. In the last year we have not exceeded the limits even before averaging.
15. **Other Matters** – none that I know of.
16. **Repair and Maintenance beyond normal operations** – there was a water main break repaired on May 4<sup>th</sup> in the 300 blk of Alder Lane. The leak was reported on April 30<sup>th</sup> but it appeared to be ground water as there was very little water present. But we put out our leak locating equipment overnight and when we checked the results the following day we could

see it was a leak and not ground water. Because it was such a small leak we did not have to do it as an emergency repair but still repaired it that same week.

Then during this last month and into this month we have had to work with a private crew on Pine Needle Road who were drilling under the road to repair the driveway that had gave way to insure that their work would not interfere with our water main.

We also have been working with Boulder County who were going to be replacing the a culvert in the 700 blk of Pine Brook Rd. This work was occurring very close to our water mains so not only did it mean a lot of time coordinating but we also took preventative actions so if something occurred to cause the water main to fail it would not result in a major water loss. The actual digging began on May 7<sup>th</sup> and it looks like the work will be complete on May 14<sup>th</sup>.