

**AGENDA FOR THE PINE BROOK WATER DISTRICT  
BOARD MEETING OF DECEMBER 13<sup>TH</sup>, 2018**

- 1. VISITOR COMMENTS/BUSINESS**
- 2. PROPOSED BUDGET FOR 2019**
- 3. LONG RANGE CAPITAL PLAN**
- 4. SOURCE WATER PROTECTION PLAN (SWPP) UPDATES**
- 5. REQUEST TO PURCHASE 0.5 ACRE FEET OF RAW WATER**
- 6. REQUEST TO PURCHASE AUGMENTATION WATER FROM OUR SUNSHINE CANYON RETURN FLOWS & RAW WATER RIGHTS FOR KNOLLWOOD**
- 7. UPDATING OF EMPLOYEE HANDBOOK -STATUS**
- 8. UPDATE ON SYSTEM - ADMINISTRATION DOCUMENTATION - STATUS**
- 9. FEMA ALTERNATIVE PROJECT –**
  - A Tank Painting – update and tentative schedule**
  - B Reservoir Grate**
  - C Replacement Trucks**
- 10. FOUR MILE FIRE PROTECTION DISTRICT WATER SALE/LEASE FOR FIRE PONDS AND CONDITIONS**
- 11. CASH MINE UPDATE**
- 12. STATUS OF WITTEMYER WELL IN FOUR MILE**
- 13. REVIEW OF ACCOUNTS WITH BALANCES OVER \$1,000.00 THAT ARE ALSO OVER A MONTH OLD.**
- 14. REVIEW OF ADJUSTMENT REGISTER FROM MONTHLY BILLINGS**
- 15. RESERVOIR STATUS –**
  - A. STATUS OF RESERVOIR LEVEL, FOUR MILE CREEK FLOWS, & WATER CALL**
- 16. BILLS**
- 17. WATER QUALITY TESTING RESULTS**
- 18. OTHER MATTERS – DISCUSSION OF LEAK LOCATORS**
- 19. REPAIR AND MAINTENANCE BEYOND NORMAL OPERATIONS**
- 20. MINUTES OF THE OCTOBER 18<sup>TH</sup> & NOVEMBER 8<sup>TH</sup> (CONTINUATION OF OCT. 18<sup>TH</sup> MEETING), AND THE NOVEMBER 15<sup>TH</sup>, 2018 MEETINGS,**

1. **Visitor Comments/Business:** No current items that we are aware of.
2. **Progress on Proposed Budget** – This is the first public hearing on the proposed 2019 budget.
3. **Long Range Capital Plan** – Bob Loveman, Rick Waters (who is about to be replaced by Signe Hawley on the committee), and the District Personnel are working on a long capital plan. Bob L. has worked up a draft sheet showing the items to be considered and we are now trying to put numbers to those items.
4. **Source Water Protection Plan Updates** – The District personnel are working on updating this document. Target date for completion of updates is for the January 2019 Board meeting.
5. **Request to Purchase** 0.5 acre feet of raw water – a contract has been signed and a deposit of \$5,000.00 of the total \$20,000.00 cost has been paid. They will also have to reimburse the District for our legal costs as this goes forward.
6. **Request to Purchase some of our Sunshine Canyon Return Flows by Knollwood Subdivision:** - no new news other than they had a ballot question that authorized them to either pursue options with us or with the City of Boulder and it passed.
7. **Updating of Employee Handbook** – The final version has been distributed to the Board for adoption at this meeting if they are satisfied with it.
8. **Updating of System and Administration Documents/Procedures** – System documentation is mostly done, though it will always be a work in progress. Administration Documentation is barely begun.
9. **FEMA Alternative Project** –
  - A Tank Painting – The first tank is completed and back on line. The second tank will be done in the spring.
  - B Reservoir Grate – has been built, since the reservoir levels are low the installation will probably be delayed until spring.
  - C 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.
10. **Four Mile Fire Water Sale/Lease** – their decree is scheduled for a hearing/trial before a water court judge. No new updates.
11. **Cash Mine Water Update** – they have obtained extensions but not much

else has changed. It is our understanding that they will not be able to extend their extensions beyond January 4<sup>th</sup>, 2019. We'll just have to wait and see if that is true.

**12. Wittemyer Well** – no new updates.

**13. Accounts owing over \$1,000.00** – 1 account over \$1,000.00 working on resolving the issue.

**14. Adjustments made for the last month** –1 – turn off notice

**15. Reservoir Status** – Reservoir about 7 feet from full. Raw water transfers are occurring at this time.

**16. Bills** – Bills to be prepared before the meeting date.

**17. Water Quality** – Bac-T tests all passed.

**18. Other Matters** – Discussion of Leak Locators. We currently have leak locating equipment that is very good for leak surveys. It is not quite as good for getting fast leak detection like for water main breaks. We are looking at a couple of leak locators that are “correlators” that would allow the District to quickly hook up and detect the location of the leak accurately. This can result in quite a savings in time, equipment, and paving patches. My estimate is that for 2018 we could have saved in excess of \$10,000.00 on just two leaks. The cost of these units is around \$25,000.00. We are trying to get more information and looking at how “user friendly” they really are, because if they are not simple to use they not only won't get used but they won't save money over the years.

**19. Repair and Maintenance beyond normal operations** –.Two water main breaks. The first was at the end of S. Cedar Brook Rd where we were able to cut the main just after the end of the pavement (so no pavement patch needed) and cap it. The second break was in the 700 Blk of Timber Lane and turned into a hunt and seek job. This is another expensive water main break where the total cost to repair it will be around \$12,000.00 after patching the road.