

RECORD OF PROCEEDINGS

---

MINUTES OF A SPECIAL  
MEETING OF THE BOARD OF DIRECTORS OF  
THE TRIVIEW METROPOLITAN DISTRICT  
AND THE BOARD OF DIRECTORS OF THE  
WATER ACTIVITY ENTERPRISE  
HELD  
October 18, 2017

A special meeting of the Board of Directors of the Triview Metropolitan District was held on Wednesday, October 18, 2017, beginning at 5:00 p.m., at the Triview Metropolitan District Office, 16055 Old Forest Point Suite 300 Monument, Colorado 80132. This meeting was open to the public.

ATTENDANCE

In attendance were Directors:

Chairman/President: Reid Bolander  
Vice President: Mark Melville  
Director: James Otis

Also in attendance were:

Shawn Sexton, Superintendent Utilities Superintendent  
Gerry Shisler Superintendent of Public Works  
James McGrady District Manager  
Jennifer Kaylor Our Community News  
Lisa Hatfield Our Community News  
Arlene Fisher-Olson  
Tommy Olson  
Andrew McPherson

ADMINISTRATIVE MATTERS President Bolander called the meeting to order at 5:01 p.m.  
Meeting was posted

Agenda -- President Reid Bolander distributed the proposed agenda. There being no changes the meeting commenced.

SPECIAL  
SESSION  
DISCUSSION

**Winter Operations**

Discussion regarding existing vehicles and direction to staff.

1. The Board was amenable to hiring two full time employees however, the Board asked what the head counts is and what are the costs to buy them out from

## RECORD OF PROCEEDINGS

---

the temporary agency contract. The Board also discussed hiring Sprinkler's Inc to serve as a backup to District Staff and requested a response clause be added to their contract. Mr. McGrady suggested that in order to keep costs of a potential buyout charge from the temporary employment agency as low as possible that interviews take place and watch the weather closely before buying out their contract. A motion to bring them over on November 1, 2017 to full time District employees and allow Jim McGrady to extend the conversion date plus or minus two weeks was made by Director Otis. The motion was duly seconded by Director Melville. The motion carried unanimously.

2. The Board discussed the fact that the Utilities Department had been using a vehicle that belonged to Public Works. Utilities was concerned that if they gave the truck back to Public Works they would not have a enough vehicles for staff which would compromise there operations. Superintendent Sexton presented two possible vehicles that would meet his department's needs that could be purchase in 2017. If this purchase was made the Utilites Department could relinquish use of the borrowed truck. After some discussion by the Board a Motion was made by Director Melville to purchase a Ford F-350. The motion was duly seconded by Director Otis. The motion carried unanimously.

### **Roadway Improvements Update**

There will be two phases to accomplishing the roadway improvements given the time of year. 2017 Concrete, crack seal, and patching. In 2018 the District will mill and overlay certain streets, micro surface others and may look at seal coating to prolong the life of the existing street surfaces.

### **Parks Maintenance**

Mr. McGrady explained the need for the District to develop a fertilization program. Mr. McGrady has contacted Golf Enviro to provide an estimate for a winterizer application along with a complete fertilization program in 2018. The Board directed Mr. McGrady to obtain an estimate for next meeting.

## RECORD OF PROCEEDINGS

---

Mr. McGrady also informed the Board that he is working with Mr. Shisler to identify an irrigation control system that would help manage the District's irrigation system. Mr. McGrady indicated that he will have a presentation at the next meeting related to Irrigation Control.

Mr. Shisler discussed the need to purchase a second Conex for Mowers. After some discussion Director Otis moved to purchase a second Conex as soon as possible in order to protect the District's equipment from the weather. The motion was duly seconded by Director Melville. The motion passed unanimously.

### **2018 Capital Needs Utilities and Direction to Staff (John McGinn)**

Denver Basin Well – the District will not be drilling another Denver Basin well in 2018 given the cost and the fact that another well is not needed in 2018.

In order to meet peak summer flows District staff along with Mr. McGinn are evaluating the possibility of revamping Treatment Plant A to send Raw Water to Plant B. By doing this two wells could be run at Treatment Plant A instead of one.

Wastewater Needs. Mr. McGinn stated that Ms. Fromm, the District's Accountant, needs to budget a substantial amount of money for arsenic control which has to be done. During calendar year 2018 many soft costs such as engineering and permitting will be expended. The Board was concerned that Triview's treatment costs were increasing by 210,000 and wanted to know what this was for. The Board also asked Mr. McGinn and Mr. McGrady to meet with Donala to obtain a multi-year budget for the wastewater plant improvements.

SCADA upgrades should be budgeted in 2018 to complete the project.

2018 Rates/Cost of Service Study – this should be included in the 2018 budget.

## RECORD OF PROCEEDINGS

---

Communications – Mr. McGrady indicated that he will be budgeting money in the 2018 Budget to develop a more robust communications plan for 2018 and beyond.

The Board would like to establish a date for a 2018 Budget Study Session date. Mr. McGrady will suggest dates for a meeting following the Board meeting on November 14<sup>th</sup>, 2017. Mr. McGrady also informed the Board that staff will prepare budget work sheets for major items and will also use foot notes to explain individual line items. It is his goal to bring a nearly completed budget to the Board on November 14, 2017.

Mr. McGinn presented to the Triview Board his Preliminary Feasibility Review on Reuse System.

### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was made and was duly seconded. The meeting was adjourned at approximately 6:32 p.m.

Respectfully submitted,

---

Secretary for the Meeting