

TRIVIEW METROPOLITAN DISTRICT BOARD OF DIRECTORS

Regular Board Meeting Agenda

Wednesday, March 20, 2024

Triview Metropolitan District Office
16055 Old Forest Point Suite 302
Monument, CO 80132
5:30 p.m. – 8:00 p.m.

AGENDA

1. Call to Order
2. Declaration of a Quorum, Notice of Posting
3. Waiver of Conflicts
4. Approval of Agenda
5. Public Comment
6. Approval of Consent Agenda
 - a. Prior Meeting Minutes
 - February 22, 2024 Regular meeting
 - b. Billing Summary Rate Code Report (enclosure)
 - c. Taps for February 2024 (enclosure)
 - d. Tax Transfer from Monument (enclosure)
7. Operations Reports
 - a. District Manager Monthly Report (enclosure)
 - b. Assistant Manager Monthly Report (Steve Sheffield enclosure)
 - c. Public Works and Parks and Open Space Updates (enclosure Matt Rayno)
 - d. Utility Department Operations Updates (enclosure Shawn Sexton and Rob Lewis)

8. Action Items:

9. Review and Consider approval or ratification of the Triview Metropolitan District Financials and Payables.

- a. Checks of \$5,000.00 or more (enclosure)
- b. February 2024 Financials (enclosure)

10. Legal Comments (George Rowley Triview General Counsel)

- a. Website Accessibility Standards

11. Update Board on Public Relation activities.

- Newsletter distribution and Topics
-

12. Executive Session §24-6-402(4) (a), (b), (e), Acquisitions, Legal Advice, and Negotiations, regarding the following general topics:

- Water/Land Acquisitions Updates
- HUTF Share back
- Strategic Planning
- Economic Development Incentives
- Change Cases Updates

13. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/83428740720?pwd=MIg0R1ZxUWVBb1hnTFZ0OUt4d2V1UT09>

Meeting ID: 834 2874 0720

Passcode: 189731

One tap mobile

+17193594580,,83428740720#,,,,*189731# US

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRIVIEW METROPOLITAN DISTRICT AND THE BOARD OF DIRECTORS OF THE WATER ACTIVITY ENTERPRISE HELD

February 22, 2024

A meeting of the Board of Directors of the Triview Metropolitan District was held on Thursday, February 22, 2024, beginning at 5:30 p.m. The meeting was conducted via Zoom. This meeting was open to the public. The meeting was called to order at 5:34 PM

ATTENDANCE

In attendance were Directors:

President	Mark Melville, present
VicePresident	Anthony Sexton, present
Secretary/Treasurer	James Barnhart, absent
Director	Jason Gross, present
Director	Amanda Carlton, absent

Also, in attendance were on roll call:

James McGrady, District Manager
Steve Sheffield, Assistant District Manager
Chris Cummins, District Water Attorney
George Rowley, Triview General Counsel
Matt Rayno, Parks, and Open Space/Public Works Superintendent
Natalie Barszcz, Our Community News
Shawn Sexton, Utilities Superintendent
Rob Lewis, Utilities Distribution System Superintendent

DISCLOSURE OF CONFLICTS

None.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda – Mr. McGrady distributed, for the Board’s approval, the proposed agenda. A motion was made by VP Sexton to approve the agenda. Upon a second by President Melville. A vote was taken, and the motion passed unanimously 3-0.

PUBLIC COMMENT NOT RELATED TO AMENDED 2022 BUDGET HEARING

None

Consent Agenda

- a) Prior Meeting Minutes
January 25, 2024, Regular Board Meeting (enclosure)
- b) Billing Summary Rate Code Report (enclosure)
- c) Taps for January 2024 (enclosure)
- d) Tax Transfer from Monument (enclosure)

A motion was made by VP Sexton to approve the consent agenda. The motion was duly seconded by President Melville. A vote was taken, and the motion passed unanimously 3-0.

OPERATIONS REPORT

District Manager Report (enclosure)

- Mr. McGrady presented to the Board that the NDS pump station construction is proceeding on schedule.
- Mr. McGrady informed the Board that there is a meeting scheduled with Town of Monument to discuss a possible water line interconnect on March 4, 2024.
- Mr. McGrady gave updates for both the AVIC and Bale ditches and the status of the change cases. Mr. McGrady also updated the Board on the revegetation plan for the Chicago ranch property.
- Mr. McGrady informed the Board that the box culverts under Nyberg Rd are completed at the Stonewall Springs Reservoir Complex.
- There was a brief update on the FMIC change case. As of the meeting there were only two opposers left.

RECORD OF PROCEEDINGS

- Mr. McGrady discussed the planning department moratorium on reviewing plans and the impact on the District.
- There is an upcoming kickoff meeting for the NMCI project.

OPERATIONS REPORT

Assistant District Manager (Steve Sheffield)

- Mr. Sheffield presented to the Board a training report that included meeting with School District 38 staff and Town of Monument staff to discuss and come up with a mutually agreed upon painting scheme for Creekside Dr.
- Mr. Sheffield reported that there is a current review process to update the existing personnel manual.
- Mr. Sheffield reported that the NDS pipeline is now complete including the “tie in” with the Colorado Springs Utilities line.
- The past month included multiple meetings with NES and ToM staff to discuss the future water storage tank.
- There has also been meeting with Classic homes to potentially transport their waste flows from Flying Horse North development.
- Mr. Sheffield also attended a large meeting with surrounding entities to discuss potential cooperation with CSU and an Indirect Potable Reuse (IPR) system.

Public Works and Parks and Open Space Updates (Matt Rayno)

- Mr. Rayno reported to the Board that much of the crews’ time was spent doing snow removal for the past month. 33” in the past month.
- Two new employees were hired as replacements and backfilling.
- Lots of equipment maintenance being performed now for summer usage.
- Trail work started and on trail off of Chesapeake Av.
- Gearing up for March applications of pesticides and herbicides.

RECORD OF PROCEEDINGS

Utilities Department Update (Shawn Sexton)

- Mr. Sexton presented the water pumping report and wastewater flow for the Board to review.
- Director Anthony Sexton expressed thanks for including the amount of water sold for January.
- Mr. Sexton reported on the distribution maintenance and some instrumentation and control work being done on the control valve in WTPB.
- Mr. Sexton reported that the SCADA computer move from the trailer into the treatment plant (B) is complete.
- There was some work at Forest Lakes performed by Timberline to allow different blending ratios of surface and ground water.

ACTION ITEMS:

- There were no action items at this time.

FINANCIALS AND PAYABLES

Approve and Ratify Checks over \$5,000 – The Board reviewed the payment of claims over \$5,000. A motion to approve checks greater than \$5,000 was made by Director Sexton. The motion was duly seconded by Director Gross. A vote was taken. The motion passed unanimously 3-0.

Monthly Cash Position and Unaudited Financial Statements - The Board reviewed the January 2024 unaudited Financial Statements as presented. After some discussion, a motion to approve the District's January 2024 Financial Statements was made by Director Sexton. The motion was duly seconded by Director Gross. A vote was taken, and the motion passed unanimously 3-0.

LEGAL COMMENTS

Mr. Rowley had no comments.

PUBLIC RELATIONS:

An update was provided by Mr. McGrady. The newest newsletter should be out in the May/April timeline. There was a discussion by the Board regarding how to

RECORD OF PROCEEDINGS

use the newsletter to communicate with the TMD community. Mr. Melville would like to use it to communicate projects and costs. Mr. Gross would like to use it to communicate the “water vision” for the District. Mr. Sexton would like to use it to promote development. And the idea that development is how the community has the goods and services that are already available to them.

BOARD BREAK

The Board took a brief break before entering Executive Session at 7:01 PM.

EXECUTIVE SESSION:

Entered executive session at 7:18 PM on a motion by President Melville per State Statute 34-6-402(A), (B), (E), Acquisitions, Legal Advice, and Negotiations regarding general topics:

- Water supply contracts
 - Property acquisitions
 - Strategic planning
 - Water change cases
-

The motion was seconded by Director Sexton. A vote was taken. The motion passed unanimously 3-0.

The Board left the executive session at 9:21 PM. and returned to the regular session. After some discussion and question and answer time, the Board voted to authorize Jim McGrady to sign an LOI to potentially purchase land for new offices and a yard. The vote was unanimous 3-0.

ADJOURN

There being no further business to come before the Board, a motion to adjourn the meeting was made by President Melville. The motion was duly seconded by Director Gross. A vote was taken. The motion passed unanimously 3-0. The meeting was adjourned at 9:21 PM.

Respectfully Submitted

James C. McGrady
Secretary for the Meeting

Triview Metropolitan District 2/1 to 2/29/2024
Summary Financial Information - Board Packet

Sales	Amount	Transactions
Rate Code 01 Triview Metro - Res Sewer Base Rate	\$113,610.34	2178
Rate Code 01 Triview Metro - Res Sewer Use Rate	\$43,239.76	2163
Rate Code 01 Triview Metro - Res Water Base Rate	\$68,481.00	2178
Rate Code 01 Triview Metro - Res Water Use Rate Tier1	\$57,949.41	2151
Rate Code 01 Triview Metro - Res Water Use Rate Tier2	\$3,191.58	122
Rate Code 01 Triview Metro - Res Water Use Rate Tier3	\$214.60	3
Rate Code 01 Triview Metro - Res Water Use Rate Tier4		
Rate Code 01 Triview Metro - Res Water Use Rate Tier5		
Rate Code 02 Triview Metro - Com Sewer Base Rate 1"	\$3,041.23	29
Rate Code 02 Triview Metro - Com Water Base Rate 1"	\$1,818.30	29
Rate Code 04 Triview Metro - Com Sewer Base Rate 1.5"	\$6,190.03	31
Rate Code 04 Triview Metro - Com Water Base Rate 1.5"	\$3,887.40	31
Rate Code 07 Triview Metro - Com Sewer Base Rate 2"	\$7,131.50	17
Rate Code 07 Triview Metro - Com Water Base Rate 2"	\$4,263.60	17
Rate Code 09 Triview Metro - Com Sewer Base Rate 3"	\$2,516.97	3
Rate Code 09 Triview Metro - Com Water Base Rate 3"	\$1,504.80	3
Usage Fee Triview Metro - Com Sewer Use Rate	\$17,087.33	79
Usage Fee Triview Metro - Com Water Use Rate	\$25,449.20	79
Rate Code 03 Triview Metro - Com Irr Water Base 1"	\$1,442.10	23
Rate Code 11 Triview Metro - Com Irr Water Base 1.5"	\$2,382.60	19
Rate Code 10 Triview Metro - Com Irr Water Base 2"	\$4,263.60	17
Usage Fee Triview Metro - Com Irr Water Use	\$243.19	2
Triview Metro - Quik Way Sewer	\$213.00	1
Triview Metro - Metering & Billing Fee	\$11,515.00	2303
Title Prep Fee Triview Metro - Title Request Fee	\$200.00	4
Triview Metro - 5% Late Fee		
Special Impact Triview Metro - Special Impact Fee	\$2,450.00	245
Triview Metro - Reconnect Fee	\$150.00	1
Triview Metro - NSF Fee		
Total Accounts	\$382,436.54	11728

Rate Code Breakout of Billed Accounts	# Units
Rate Code 01 - Residential 5/8"	2196
Rate Code 02 - Commercial Account 1"	27
Rate Code 03 - Irrigation Account 1"	22
Rate Code 04 - Commercial Account 1 1/2"	35
Rate Code 06 - Transition Account (Quik Way)	1
Rate Code 07 - Commercial Account 2"	13
Rate Code 08 - Triview No Charge	2
Rate Code 09 - Commercial Account 3"	3
Rate Code 10 - Irrigation Account 2"	17
Rate Code 11 - Irrigation Account 1 1/2"	15
Rate Code 12 - Permitted	
Total Accounts	2331

Aging Report	Amount
Amount Past Due 1-30 Days	\$ 115,492.31
Amount Past Due 31-60 Days	\$ 55,953.60
Amount Past Due 61-90 Days	\$ (9,303.10)
Amount Past Due 91-120 Days	\$ (175.70)
Amount Past Due 120+ Days	\$ (4,596.44)
Total AR	\$157,370.67

Receipts	Amount	Items
Payment - ACH	\$217,101.08	1256
Payment - Vectra Bank	\$145,485.59	617
Payment - On Site	\$23,865.16	166
Refund CREDIT	(\$821.98)	8
REVERSE Payment	(\$1,586.62)	2
Transfer CREDIT In		
Transfer CREDIT Out		
REVERSE Payment - NSF		
Total Receipts	\$384,043.23	2049
Checks versus Online Payments	38.40%	61.60%
	Checks	ACH's

Water	Gallons	Accounts
Gallons sold 1-02 to 2-02-2024 =	13,033,285	2328
Gallons sold 2-02 to 3-01-2024 =	10,951,209	2333

Usage Breakout in Gallons for Residential	# of Accounts	Combined Use	% of Usage
Over 50,000	4	269,365	2.07%
40,001 - 50,000	0	0	0.00%
30,001 - 40,000	3	101,879	0.78%
20,001 - 30,000	3	71,544	0.55%
10,001 - 20,000	46	577,246	4.43%
8,001 - 10,000	74	651,539	5.00%
6,001 - 8,000	220	1,508,075	11.57%
4,001 - 6,000	587	2,873,711	22.05%
2,001 - 4,000	902	2,723,506	20.90%
1 - 2,000	340	423,937	3.25%
Zero Usage	17	0	0.00%
Total Meters	2196	9,200,802	70.59%

Usage Breakout in Gallons for Commercial	# of Accounts	Combined Use	% of Usage
Over 50,000	22	3,282,740	25.19%
40,001 - 50,000	2	90,063	0.69%
30,001 - 40,000	3	110,380	0.85%
20,001 - 30,000	7	174,567	1.34%
10,001 - 20,000	6	81,244	0.62%
8,001 - 10,000	1	8,770	0.07%
6,001 - 8,000	2	13,346	0.10%
4,001 - 6,000	6	28,444	0.22%
2,001 - 4,000	10	25,167	0.19%
1 - 2,000	10	13,096	0.10%
Zero Usage	9	0	0.00%
Total Meters	78	3,827,817	29.37%

Usage Breakout in Gallons for Irrigation	# of Accounts	Combined Use	% of Usage
Over 50,000	0	0	0.00%
40,001 - 50,000	0	0	0.00%
30,001 - 40,000	0	0	0.00%
20,001 - 30,000	0	0	0.00%
10,001 - 20,000	0	0	0.00%
8,001 - 10,000	0	0	0.00%
6,001 - 8,000	0	0	0.00%
4,001 - 6,000	0	0	0.00%
2,001 - 4,000	1	3,566	0.03%
1 - 2,000	1	1,100	0.01%
Zero Usage	52	0	0.00%

SANCTUARY POINTE				
NO.	ADDRESS	PAYEE	DATE	TOTAL FEES PAID TO TMD
454	454 Sanctuary Rim Dr	Lost Creek Construction	02/12/24	\$84,003.16
			Total:	\$84,003.16

JACKSON CREEK NORTH (CREEKSIDE)				
NO.	ADDRESS	PAYEE	DATE	TOTAL FEES PAID TO TMD
16747	Greyhawk Drive	Classic Homes	02/08/24	\$45,561.44
519	Old Grotto Drive	Richmond Homes	02/13/24	\$47,696.16
529	Old Grotto Drive	Richmond Homes	02/13/24	\$45,942.12
539	Old Grotto Drive	Richmond Homes	02/13/24	\$47,746.37
549	Old Grotto Drive	Richmond Homes	02/13/24	\$47,391.54
16737	Greyhawk Drive	Classic Homes	02/14/24	\$45,151.38
509	Old Grotto Drive	Richmond Homes	02/16/24	\$48,082.78
			Total:	\$327,571.79

HOME PLACE RANCH				
NO.	ADDRESS	PAYEE	DATE	TOTAL FEES PAID TO TMD
16330	Bassett Mill Way	Vantage Homes	02/08/24	\$48,793.93
16380	Cattle Creek Court	Challenger Homes	02/27/24	\$50,055.06
346	East Lost Pines Drive	Vantage Homes	02/29/24	\$49,598.98
			Total:	\$148,447.97

Total taps sold in February 2/2024

\$560,022.92

TRIVIEW METROPOLITAN DISTRICT

**TOWN OF MONUMENT TAX LETTER FOR
FEBRUARY WILL FOLLOW AS SOON AS IT IS
RECEIVED**



Assistant Manager Training Report February

- Field trip to FMIC headgate and diversion structures in Colorado Springs to look at potential improvements.
- Attended NMCI kickoff meeting hosted by Colorado Springs Utilities.
- Multiple site visits to NDS pump station.
- Met with Tom Martinez from Town to discuss and get approval for “right turn lane” on Leather Chaps for school pickup/drop-off improvements.
- Met with Mike Foreman and Tom Tharnish to discuss potential interconnect between TMD and Town of Monument.
- Initiated plan for new security system at A yard with TMD staff.
- Approved construction of “distribution” trailer for emergencies and maintenance purposes.
- At the direction of AGRA, we released 100 AF of water to be put into John Martin Reservoir March 1-7th.
- Worked with District Manager, TMD staff, and AGRA to effectuate a 30cfs exchange from South Reservoir into Pueblo Reservoir.



Triview Metropolitan Public Works March 2024 Report

List of March Projects:

- Weekly/Daily: Daily trash pick-up around the district and bi-weekly cleaning of trash cans and doggie pot stations
- Mulching ornamental beds on Jackson Creek and throughout district.
- Steel sign repairs
- Aeration / overseeding to start late month weather permitting.
- Post Emergent application started on Jackson creek beds continued throughout district on all rock and landscape beds.
- Winter watering trees and shrubs
- Snow reports: Nothing to report this month.
- Fleet maintenance (Post snow work on multiple trucks and other equipment) All mowers serviced, and repairs made. Next up servicing 2-cycle equipment.
- Finish up and cutbacks on shrubs, perennials, and tree pruning
- Trail enhancements on Saint Lawrence way and swing park.
- Burke Hollow Park playground construction scheduled to start April 8th.
- Finish district concrete audits.
- District street sweeping on all Mains Jackson Creek, Leather Chaps, Lyons Tail, Kitchener, Glen Eagle, and Sanctuary Rim.
- We have 2 irrigation employees that passed and are now certified backflow testers.





Focus for April:

- 1st round of pine beetle spray scheduled.
- Tree replacement counts
- Shrub and plant replacements.
- District street sweeping inner district roads.
- Irrigation start up around the district (weather permitting)
- Fertilize on lawn turf throughout district.
- Fertilize all ornamental shrub/perennial beds
- Finish application of granular pre-emergent
- District trail conditioning and repairs "ongoing"
- Bid out concrete repairs for 2024
- Spot mow areas in the district
- Set up irrigation and landscape enhancements for the season
- Sidewalk and curb edging throughout district
- Mow and maintenance schedules set for the season
- Final preparations for Glen Eagle patch & Mill and overlay.





**Triview Metropolitan District
Utility Report
March 20, 2024**

- **Water Pumped February 2024:** 12.413 million gallons (MG)*
*Add 147k gal water used from GST's in addition to water pumped from clearwell
- **Water Pumped February 2023:** 11.463 MG
- **Water Sold February 2024:** 10.951 MG
- **Wastewater Treated February 2024:** 11.836 MG
- **Wastewater Treated February 2023:** 10.218 MG
- **Distribution:** Distribution crews made repairs to PRV vault on Sanctuary Rim Drive due to a copper line that developed a leak. (Note: This was a new contractor installation within the last year).
- **Operations:** HMO chemical barrels were moved and stored on a containment sled in the booster room. Continued maintenance to B plant: constant housekeeping, painting floors, worked on air compressor system replacing components as needed. Coordinated with Kiewit contractors for NDS improvements in booster room. Working on rearranging the yard in preparation for new ground storage tank contractors' access eventually.
- **Upcoming projects:** Further PRV maintenance: The PRV vault on Baptist will be rebuilt as part of a PMP (Preventative Maintenance Program). VFD for wells A1 and D1, and transformer for well A4 scheduled to be replaced by Hydro Resources. Well A8 VFD repairs are scheduled with Hydro Resources.
- **Forest Lakes:** Distribution crew members repaired a deficient installation on a hydrant across the street from the UPS distribution center. A hydrant located on Forest lakes drive by the bridge also had a repair to a road isolation valve that was buried under the pavement. Crewmembers also received several electrical components for the NDS and is currently stored in the Forest Lakes surface plant.
- **Forest Lakes future:** Repairs made to access gate at the booster pump security fence, repairs to booster pump PRV in the vault. Repairs made to deficient frost proof water sample tap at the ground storage tank.



TRIVIEW METROPOLITAN DISTRICT
16055 Old Forest Point
Suite 302
P.O. Box 849
Monument, CO 80132
(719) 488-6868 Fax: (719) 488-6565

DISBURSEMENTS OVER \$5,000
March 20, 2024

Paid Invoices Over \$5,000 For 2024

- 1. Donala Water & Sanitation District** **\$76,416.23**
Enterprise Fund –Wastewater Operations –Wastewater-System-Wastewater -
TF/Donala/IGA
- 2. Monson, Cummins & Shohet, LLC** **\$41,183.55**
Enterprise Fund – Professional Services -Legal Fees/Monson, Cummins & Shohet
(2 invoices February & March)
- 3. White Bear Ankele Tanaka & Waldron** **\$14,193.21**
General Fund – Professional Services – Legal Fees
- 4. RESPEC Company LLC** **\$6,186.28**
Capital Project –Enterprise – Water Improvements – Regional Water/Wastewater
Design & Permitting – Northern Delivery System
- 5. RESPEC Company LLC** **\$11,980.00**
Enterprise Fund – Professional Services – Professional Services Engineering
- 6. Summit Water Engineers, Inc.** **\$27,239.00**
Capital Project -Enterprise – Water Improvements – AVIC Augmentation
Station/Diversion Structure/Recharge Pond
(2 Invoices Sept. 2023 & Jan./Feb. 2024 Engineering)
- 7. Summit Water Engineers, Inc.** **\$15,627.50**
Capital Project -Enterprise – Water Improvements – Bale Ditch Change

8. Summit Water Engineers, Inc.	\$5,180.00
Capital Project -Enterprise – Water Improvements -FMIC Change Case	
9. Kiewit Infrastructure Co.	\$598,440.96
Capital Project –Enterprise – Water Improvements – Northern Delivery System	
10. Collin Elite 1	\$1,000,000.00
Capital Project – General – Park & Street Improvements – Sanctuary Park Reimbursement	
11. LRE Water	\$7,032.36
Capital Project –Enterprise – Water Improvements – Pueblo Reservoir – Excess Capacity Leasing & Permitting	
12. Electrical Excellence Enterprises	\$7,851.00
Capital Project – General -Vehicles & Equipment – Spare Traffic Signal Controller	
13. USA Bluebook	\$5,681.00
Enterprise Fund – Water System – Equipment Meter Supplies	
14. Radiation Pros, LLC.	\$20,789.55
Enterprise Fund – Water System – Repair & Maintenance	
15. Fountain Mutual Irrigation Company	\$107,814.00
Enterprise Fund – Water System - Water & Ditch Assessments	
16. Schnabel Engineering	\$7,984.50
Capital Project – Enterprise – Water Improvements – Central Reservoir	
17. Advanced Design Concepts	\$11,651.40
General Fund – Professional Services – Professional Services Engineering	

Total Over \$5,000.00 = \$1,965,250.54

TRIVIEW METROPOLITAN DISTRICT

February 2024 Financials for the Board will be sent when received.