

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, February 13, 2003.

Minutes of a Regular meeting of the **UTILITIES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 13th day of February, 2003.

Committee: Chairman Jeffrey-Clark, Trustees Gillette and Newsom

Attending: All

Also Attending: Town Administrator Widmer, Public Works Director Linnane, and Deputy Town Clerk van Deutekom

Absent: None

Chairman Jeffrey-Clark called the meeting to order at 8:00 a.m.

LIGHT AND POWER DEPT.

A. Light and Power 5-Year Financial Plan Scope of Services – Request Approval.

Director Linnane presented a Scope of Services for a 5-Year Financial Plan for the Light and Power Dept. from Black and Veatch at a cost of \$9,800. The Financial Plan will assist Staff in deleting future projected deficits, increase the projected future year's Fund Balance, and assist Staff with revenue rate planning and the preparation and management of a 5-Year Capital Improvement Plan (CIP).

John Gallagher/Black and Veatch addressed questions raised regarding the preparation process, operating and capital reserves, cash flow forecasting, and plan adjustments.

The Budget includes \$17,500 for professional services. The **Committee recommends approval of the Scope of Services from Black & Veatch for the 5-Year Financial Plan for the Light and Power Dept. at a cost of \$9,800.**

WATER DEPT.

A. Second Paid Tap on Single-Family Residential Lot – Request Approval. The Water Dept. Policy and Procedure Manual allows only one tap per lot to prevent the potential connection of two service lines which could result in a backflow cross connection situation. John Spooner, owner of a portion of Lot 1, Summerville Subdivision, has requested a policy variance to purchase a second tap for his property for a proposed horse barn, approximately 700 ft. from his existing home. There is a water main 40 ft. from the proposed barn site. Staff foresees virtually no cross connection potential and categorizes his request as a "hardship" case. The **Committee recommends approval of a second tap on a Portion of Lot 1, Summerville Subdivision as presented. This second tap will be subject to the proposed tap fee increase on March 3, 2003.**

B. Marys Lake Raw Water Pump Project – Request to Proceed. This project will allow the Plant to generate potable water during periods when the CBT Tunnel is off line for maintenance and to ensure a dependable water supply during drought years due to the lack of water in the CBT reservoir system located west of the Divide. Director Linnane presented a proposal from Cornerstone Engineering for \$706,150 to include construction management fees, general contractor fees,

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construction sub-contractor costs, and all pump, electrical and SCADA material costs, and a 10% construction cost contingency to complete the project. Discussions were held regarding the Fall River Tank Project, lake elevations, and project schedule. The Bureau of Reclamation will drain Marys Lake the last two weeks of March to allow for pump station and pipe construction. Town Administrator Widmer noted that the Town requires a Performance and Payment Bond, thus the cost of the project should be increased by approximately \$10,000 to cover this amount. Concluding all discussion, the **Committee recommends approval of the proposal from Cornerstone Engineering to proceed with the Marys Lake Raw Water Pump Project at a cost of \$706,150 plus the \$10,000 Performance and Payment Bond cost, as presented.**

REPORTS.

Financial Report. The December 2002 and January 2003 financial statements were reviewed. Areas discussed include statement format changes, transfers, Source of Supply, and the Light and Power and Water Fund cash flow analyses. Director Linnane reported that the Light and Power Dept. actual 2002 ending Fund Balance exceeded the budget estimate by approximately \$640,000.

Project Updates.

The **Big Horn and Country Club water line** projects are substantially complete.

The EPA-required filter changes at the **Glacier Creek Water Treatment Plant** are nearing completion. The plant should be online in early March.

A **power outage** occurred February 6th on Big Thompson Circuit. Installation of a new cabinet and approximately 100' of cable was required to restore power.

Underground lines are being installed to connect **Solitude Subdivision** and the new substation.

The Christmas lights will be removed after Valentine's Day. Discussions were held regarding the higher costs associated with allowing lights to remain year-round. This option will be included in any future bid packages. Discussions were also held regarding hiring full-time employees to perform the Christmas light project in-house. Contractor vs. in-house costs will be prepared prior to the mid-year budget process.

Chairman Jeffrey-Clark directed staff to provide a progress report on the Olympus Dam Project at the March meeting.

There being no further business, Chairman Jeffrey-Clark adjourned the meeting at 8:56 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk