

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 13, 2004.

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 May 2004.

Committee: Chairman Jeffrey-Clark, Trustees Newsom and Pinkham

Attending: Chairman Jeffrey-Clark and Trustee Pinkham

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Water Superintendent Boles, Backflow Prevention Specialists Holbeck, Town Attorney White, and Deputy Clerk van Deutekom

Absent: Trustee Newsom

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

WATER DEPARTMENT

Windy Gap Water Lease Request – Request to Proceed.

Attorney White reported that Continental Water Company has requested the lease of 1 A.Ft. of Windy Gap water (in exchange for 1 CBT unit to the Town) to augment their water supply. Attorney White provided a brief summation of the Town's water program and policy, explained the difference between CBT and Windy Gap units, and noted that lease negotiations will include geographical restrictions, proximity to the Town's water system, annexation requirements, and associated lease costs. The **Committee directed Attorney White to proceed with negotiations with Continental Water Company, returning to the Committee for further action.**

Cross Connection Control Program – Request Approval.

In March 2003, the Committee was informed of the Safe Drinking Water Act and the Colorado Department of Health requirements regarding a Backflow Prevention Policy. The Town is required to have a policy to identify (inspect) any potentially hazardous service connections and protect the water supply from such connections. Backflow Prevention Specialist Holbeck and Water Superintendent Boles presented the Backflow Prevention Policy and associated Ordinance for review.

Staff will begin policy implementation with commercial locations. Survey questionnaires will be mailed to water customers to provide program information and determine potentially hazardous connections. Areas discussed include device sizes, commercial/residential requirements, installation fees, new construction, uniform building codes, certification program, and testing procedures.

The Committee recommends approval of the Backflow Prevention Policy and associated Ordinance contingent upon Attorney White's review and approval.

Water Shop Retaining Wall – Request to Proceed.

At the February meeting, the Committee approved Cornerstone Engineering's Scope for Design and Construction Management of the retaining wall at the Water Shop. Bids were solicited from Cornerstone Concrete, Mountain Concrete Construction and Bryson Concrete. Cornerstone Concrete was the only company to provide a bid. Their cost to complete the project is \$32,255.

The 2004 Budget includes \$57,000 for this project. **The Committee recommends approval of the bid from Cornerstone Concrete, Inc. at a cost of \$32,255.**

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Habitat for Humanity Water Tap Waiver – Request Approval.

Habitat for Humanity has requested a single-family residential water tap fee waiver for 652 Halbach Lane. Habitat agrees to repay the tap fee should the property be sold on the open market prior to the passage of 10 years. They also agree to comply with all Town ordinances, codes, and other Town requirements. The cost of the tap fee is \$7,600 (Water Fund reimbursed from the General Fund). The **Committee recommends approval of the tap fee waiver as presented.**

Director Linnane departed the meeting at 9:10 a.m.

Reports

- Monthly Financial Report. The Light and Power and Water Financial Reports and associated graphs were reviewed.
- Christmas Decorations Report. Report not given.
- Fall River Tank Project. Report not given.
- Northern Colorado Water Conservancy District (NCWCD) Snowpack Data. Attorney White briefed the Committee on the snowpack and streamflow comparisons as of May 1st. The Big Thompson River basin is 72% of average and streamflow at 75% of average.
- NCWCD CBT Quota. Attorney White reported that each year the NCWCD Board establishes a percentage quota of water delivered to project participants. The 2004 quota is 60%, which is higher than anticipated.
- Water Dept. Projected Water Surplus. Attorney White reported that the projected water rights surplus in 2004 is 618 A.Ft.
- Annual Water Quality Report. This report has been distributed.

There being no further business, Chairman Jeffrey-Clark adjourned the meeting at 9:35 a.m.

Rebecca van Deutekom, CMC, Deputy Town Clerk