

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, December 11, 2008.

Minutes of a Regular meeting of the **UTILITIES COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 11th day of December 2008.

Committee: Chairman Homeier, Trustees Blackhurst and Ericson
Attending: Chairman Homeier, Trustees Blackhurst and Ericson
Also Attending: Deputy Town Administrator Richardson, Asst. Utilities Dir. Mangelsen, Supt. Steichen, Supt. Boles, Deputy Town Clerk Deats
Absent: Town Administrator Halburnt and Dir. Goehring

Chairman Homeier called the meeting to order at 8:00 a.m.

PUBLIC COMMENT

None

LIGHT & POWER DEPARTMENT

CONTRACT AWARD TO ESC, INC. FOR DISTRIBUTION SYSTEM ENGINEERING SERVICES – REQUEST APPROVAL.

Light & Power Department staff issued a Request for Proposal (RFP) to three companies for electrical engineering services to identify problems in the primary distribution system, thereby ensuring system reliability and redundancy. The Scope of Services included researching and recording existing conditions; developing an affordable, workable plan for resolving problems; establishing plans, specifications and bid documents for future bidding and subsequent construction; and overseeing and providing construction management services and project inspection. \$1.5 million is budgeted for design and construction through mid-2010, with \$300,000 budgeted in 2009 in account #502-6501-560-22-02 for distribution system electrical engineering services. The following responses to the RFP were received:

Electrical System Consultants, Inc. (ESC, Inc.)	\$263,460
Black & Veatch	No Bid
HDR	No Bid

Line Supt. Todd Steichen stated that equipment requirements and time restraints preclude the project from being done in-house. Asst. Dir. Mangelsen said the Town has worked successfully with ESC, Inc., in the past on several contracted projects and recommends contracting with Electrical System Consultants, Inc., for electrical distribution system engineering, at a cost not to exceed \$263,460. The Committee discussed opting for a contract which included part-time rather than full-time inspections, but subsequently agreed that ESC, Inc., is bonded and highly-qualified to perform these duties. **The Committee recommends that, given the cost of the contract and that only one bid was received, the item be taken before the full Board on January 9, 2009, as an action item.**

FINANCIAL REPORTS

1. Light & Power Financial Report – Finance Officer McFarland reviewed the report which indicated revenues at \$261,660 over projections through October 2008. Trustee Blackhurst requested that staff examine customer base, usage, and rates and prepare a report for next month's meeting to help determine the basis for this increase in revenue as it relates to a scheduled 2% increase in fees.
2. Water Financial Report – Finance Officer McFarland reported the Water Fund is performing according to projections.

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LIGHT & POWER

1. Mary's Lake Road Bridge Utility Crossing Update – The project is proceeding as expected and is on budget, and on schedule, at this time. The under the river crossings, trenching and conduit installation are complete, with the removal of the overhead lines scheduled to be completed by December 31, 2008

WATER

1. Public Information Notice on Lead Action Levels in Drinking Water – Prior to the implementation of the Lead and Copper Rule (LCR) by the EPA and the US Congress in 1992, the Town contracted with Stewart Environmental for a corrosion study and subsequent treatment recommendations. The study found Estes Park's water to be corrosive, requiring a treatment modification in order to be compliant with the LCR. The Town began adding zinc orthophosphate, a corrosion inhibiting chemical, to the water in April of 1991 prior to the effective date of the LCR. In spite of these initial steps, Town water exceeded the lead action level in 1992 requiring public education, water quality parameter monitoring, source water monitoring and the submission of treatment recommendations to the State of Colorado. In July 2008, samples once again exceeded the lead action level, serving as an alert to review water treatment practices to optimize water quality. The Town will follow the same process as in 1992 to comply with the LCR requirements. To satisfy the public education requirement, a pamphlet containing language mandated by the State will be mailed to all water customers and information will be published in the local newspapers on an annual basis until two consecutive six-month samples test below the lead action level. The sampling schedule will be determined by the State after review of the Town's treatment recommendations which will be submitted in May 2009.
2. Mary's Lake Water Treatment Plant Update – Supt. Jeff Boles gave an update on the progress of the Mary's Lake Water Treatment Plant upgrades project.

There being no further business, Chairman Homeier adjourned the meeting at 8:53 a.m.

Cynthia A. Deats, Deputy Town Clerk