

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 8, 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 8th day of May, 2003.

Committee: Chairman Jeffrey-Clark, Trustees Gillette and Newsom

Attending: All

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Utilities Supt. Goehring, Sr. Elec. Engr. Matzke, Line Supt. Steichen, Ass't. to the Elec. Engr. Mangelsen, Crew Chief McDougall, Finance Officer Brandjord, Clerk O'Connor

Absent: None

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

LIGHT & POWER DEPARTMENT.

Light and Power Storage Building – Request approval to construct concrete pad for transformer inventory. Transformers are currently stored on the south edge of the storage building site, between the building and the storage yard; the excess weight is taking a toll on the asphalt surface. Staff is proposing to relocate the transformers to undisturbed soil, placing the inventory on a 30x60' concrete pad (50-75 transformers). Bids were solicited as follows:

Mountain Concrete	\$10,730
High Peak Concrete	\$ 9,985

The budget contains \$11,000 to repave the parking lot; however, staff is requesting funds be diverted for construction of this pad. **The Committee recommends acceptance of the bid in the amount of \$9,985 plus \$200 for a 2003 Business License submitted by High Peak Concrete.** Repaving of the lot will be budgeted in 2004-2005.

2002 Big Thompson/Baldpate Primary Line Replacement Project – Request approval of Change Order Request #2. Staff is requesting to increase the final contract amount for this Project due to Changer Order #2 for:

1. Additional National Electric Safety Code requirements.
2. Additional wire removal quantities not shown on the plan.
3. Existing field conditions, design retrofitting.
4. Requests by land owners where the project is situated.

The accountability and expectations of the design firm, ESC, was discussed. Change Order #1 was approved in 2003, however, adequate 2002 funds were not encumbered. The following table summarizes the costs to be paid out of this 2003 budget:

ITEM	PROJECT COSTS	2002 FUNDS	2003 FUNDS
Original Bid	\$758,935	\$746	0
2002 Approved C. O. #1	\$20,385	\$2,051	\$18,334
Currently Requested – C. O. #2	\$48,287	0	\$48,287
			\$66,621

Staff will cancel capital projects necessary for the \$66,621 expenditure, and staff is recommending the MacGregor Ranch UG Project (co-pay between the Ranch and Town) be eliminated from this year's capital projects. Staff will contact the Ranch and verify that cancellation is acceptable to them.

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The Committee recommends approval of Change Order #2 for \$48,287 and the \$66,621 expenditure from 2003 funds to cover this change order and the 2002 associated expenses.

WATER DEPARTMENT.

No action items.

REPORTS.

Light and Power Department:

- Financial Report. The Committee reviewed the Financial Report and associated graphs for April, Year-to-Date, and Total Budget vs. Actual Year-to-Date. Expenses are tracking well and capital expenses are down from 2002.
- Personnel. Line Supt. Steichen introduced John McDougall who was recently named Crew Chief. A selection team consisting of Steichen, Goehring, Mangelsen, Riche, and Mahany unanimously made this decision.
- Channel 39 Update. As previously approved, a decision on this RFP was delayed for 30 days to facilitate review by Charter's Corporate Office. Staff is scheduled to meet with Charter on May 13th.
- Future Stanley Heights Easement Vacation Request Update. Mr. and Mrs. George Gibbs are expected to attend the Committee meeting June 12th to express their opposition to an easement vacation request by an adjacent property owner. The Committee suggested Line Supt. Steichen discuss similar projects of this nature with former Light and Power employees for additional background information.
- Christmas Decorations/Lights Project Update. RFPs have been solicited for the Annual Christmas Decoration Project. Bids are due May 7th. Of note are the following items: pursuant to the Knoll-Willows Master Plan recommendation, the Santa Claus Display traditionally mounted on the Knoll-Willows site will not be installed at that site; the Christ Figure Display, traditionally mounted on Davis Hill, will not be installed in 2003 due to its deteriorated condition and associated safety concerns; and the Wise Men Display, traditionally installed on the hillside across the river from Barlow Plaza, also will not be installed due to similar concerns. A Christmas Decoration Team concept is being proposed to determine the fate of the deteriorated displays. Following discussion, the **Committee recommends approval of the Team concept, delaying installation of the two deteriorating displays for 2003, and installing the Santa Display on the Chamber Building site.**
- 3Com Corporation Grant Application. A grant was submitted to improve and extend the Town's network infrastructure by expanding gigabit fiber/copper Ethernet backbone; upgrade reliability and capacity of existing network connections between facilities and departments by conversion from copper to fiber; extend network connections to remove facilities using wireless bridges – all of which would improve flow of information of city services, emergency services, electric and water utilities between departments and ultimately to the citizens of Estes Park. The grant request total is \$100,000 and response is expected in May.
- PRPA:
 - Proposed Rate Increase. Pursuant to a financial forecast and wholesale rate projection, PRPA is proposing a 4.3% rate increase in 2004 and 4.3% in 2005. The rate increase would be passed-on to the Town's electric customers.
 - Fiber Optic Line Discussion. A future fiber optic line from Estes Park to the Loveland area is in a preliminary discussion stage; substantial costs would most likely be involved.
- Miscellaneous Projects Update:
 - Advertising for a Lineman III position to fill the vacancy created by Line Supt. Steichen's promotion.
 - The Department's portion of the Mary's Lake Pump Project is

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- complete.
- The 4th and 6th Streets/Highway 36 Streetlight Project will be completed by mid-June.
 - The 2003 Decorative Streetlight Replacement Project is underway. The new lights at Performance Park, Confluence Park, and E. Riverside Dr. will be installed by the end of June. The 50± streetlights scheduled for installation along the west end of W. Elkhorn Ave. will be installed this fall and that section will be complete.
 - The Riverside Dr. UG Project required a late-night circuit switch on May 2nd. The commercial businesses along E. Elkhorn Ave., as well as the entire Town, experienced no power interruptions. The Dept. has completed its portion of this project.
 - The painting portion of the Hwy. 34/36 Traffic Signal Project has been finished. The project will be completed next week.
 - A scheduled outage May 8th down the Big Thompson Canyon/Hwy. 34 to the end of our service area will facilitate extending – good job on customer relations.
 - There were no outages related to the 2003 Blizzard, due to the on-going efforts of tree trimming and installation of the annual conductor replacement project.

Water Department:

- Financial Report. The Committee reviewed the Financial Report and associated graphs for April, Year-to-Date, and Total Budget vs. Actual Year-to-Date. Revenues from customer-use sales are down approximately 7%; budget target net figures are in line with projections from the Town's current Financial Plan by Black & Veatch. The new rough draft of the Water Financial Plan and Water Rate Study prepared by Black & Veatch has been received.
- Water Rights Update. Staff is projecting a minimum of 305 ac. ft. of unused water rights. An additional 139 ac. ft. will be available when Windy Gap water is pumped which is currently scheduled; thus, Attorney White is actively soliciting companies to determine interest in leasing 200 ac. ft.
- Miscellaneous Projects Update:
 - ◆ The Mary's Lake Pump Project is scheduled for completion by the end of May.
 - ◆ Ken Zigler has retired, and the Dept. is advertising for a Water Plant Operator to fill the vacancy. A Cross Connection Control Specialist position is also being advertised.

Town Administrator Widmer praised Public Works Director Linnane on the thoroughness of the Committee packet.

There being no further business, Chairman Jeffrey-Clark adjourned the meeting at 9:25 a.m.

Vickie O'Connor, CMC, Town Clerk