

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
FAIRWAYS METROPOLITAN DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WASTEWATER UTILITY ENTERPRISE
HELD
APRIL 13, 2020**

A Regular Meeting of the Board of Directors of the Fairways Metropolitan District (the “District”) and the Board of Directors of the Wastewater Utility Enterprise (referred to hereafter collectively as the “Board”) was duly called and held on Monday, the 13th day of April, 2020, at 5:30 p.m. The meeting was open to the public.

The meeting was held via conference call due to the State of Emergency declared by Governor Polis and Public Health Order 20-23 Implementing Social Distancing Measures, and threat posed by the COVID-19 coronavirus.

ATTENDANCE

Directors In Attendance Were:

John Pavlovic
Gerald “Jerry” Schram
Judith Shinn

Also In Attendance Were:

David Solin; Special District Management Services, Inc.

Nick Marcotte; Element Engineering, LLC (for a portion of the meeting)

Gabrielle Begeman; ORC Water Professionals, Inc. (“ORC”) (for a portion of the meeting)

Wilmer “Catt” Wilson, Director-Elect

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: Mr. Solin noted that a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. As disclosed in prior meetings, it was confirmed that Director Shinn is a

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member of the North Rim Homeowners Association Board. There were no additional disclosures made.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin reviewed with the Board a proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Schram, seconded by Director Shinn and, upon vote, unanimously carried, the Agenda was approved, as amended.

Board Meetings via Telephone: Mr. Solin discussed that, due to the concerns over safety, Board meetings would be conducted via telephone until such time as it is deemed safe to meet in person again. He pointed out that all telephone meetings will remain open to the public, and that the information for joining the teleconference has been posted.

Minutes: The Board reviewed the Minutes of the January 13, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Shinn, seconded by Director Schram and, upon vote, unanimously carried, the Board approved the Minutes of the January 13, 2020 Regular Meeting.

May 5, 2020 Election: Mr. Solin updated the Board on the May 5, 2020 Election. There were not more candidates for Directors than positions to be filled during the May 2020 Election, and therefore the election for the District Board of Directors has been cancelled.

Board Vacancy: Mr. Solin discussed with the Board the vacancy on the Board of Directors. There are no known candidates at this time.

Position Paper on Short-Term Rentals within the District: The Board reviewed the Position Paper on short-term rentals within the District.

Following discussion, upon motion duly made by Director Schram, seconded by Director Shinn and, upon vote, unanimously carried, the Board ratified approval of the Position Paper on short-term rentals within the District.

COMMUNITY COMMENTS

There were no community comments.

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FINANCIAL MATTERS

Claims: Mr. Solin reviewed with the Board the payment of claims through the periods ending as follows:

Fund	Period ending January 20, 2020	Period ending Feb. 20, 2020	Period ending March 20, 2020
General	\$ 11,600.32	\$ 8,386.84	\$ 6,214.68
Capital	\$ -0-	\$ -0-	\$ -0-
Enterprise	\$ 5,837.50	\$ 25,131.10	\$ 13,091.70
Total Claims	\$ 17,437.82	\$ 33,517.94	\$ 19,306.38

Following review and discussion, upon motion duly made by Director Schram, seconded by Director Shinn and, upon vote, unanimously carried, the Board ratified approval of the payment of the claims, as presented.

Unaudited Financial Statements: Mr. Solin presented the unaudited financial statements and cash position schedule for the period ending March 31, 2020.

Following review and discussion, upon motion duly made by Director Schram, seconded by Director Shinn and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and cash position schedule for the period ending March 31, 2020.

LEGAL MATTERS

Memorandum of Understanding (“MOU”) between the District and Lake Valley Golf Club (“LVGC”): Mr. Solin updated the Board on the status of the Memorandum of Understanding with Lake Valley Golf Club. Director Pavlovic will be speaking with the LVGC management regarding the purpose of the MOU. No action was taken at this time.

Election Resolution: The Board discussed the Resolution Concerning a Regular Election for Directors on May 5, 2020, appointing the Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

Following discussion, upon motion duly made by Director Shinn, seconded by Director Schram and, upon vote, unanimously carried, the Board ratified approval of the Resolution Concerning a Regular Election for Directors on May 5, 2020, appointing the Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

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ENGINEERING/ OPERATIONS MATTERS

Operator's Report: Ms. Begeman reported the status of Operations Matters to the Board.

Engineer's Report: Mr. Marcotte discussed his report on the status of Engineering Matters with the Board. A copy of the Report is attached hereto and incorporated herein by this reference.

OTHER MATTERS

Emergency Declaration: Mr. Solin discussed the possibility of an Emergency Declaration, if necessary, with the Board. No action was taken at this time.


Mailer on Clogging: Mr. Solin discussed sending a mailer on materials allowed to be flushed with the Board. No action was taken at this time, but Director Pavlovic reported that he would explore options for disseminating the report.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Schram, seconded by Director Shinn and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,


By: _____


Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL APRIL 13, 2020
MEETING MINUTES OF THE FAIRWAYS METROPOLITAN DISTRICT BY
THE BOARD OF DIRECTORS SIGNING BELOW:



John Pavlovic



Gerald Schram

Judith Shinn

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1	Filter Performance Troubleshooting			<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>
<u>Description</u>	Original Forecasted Completion	N/A		Revised Completion Date		Ongoing Work					
Work with Parkson on troubleshooting filter performance.											
Milestones	<input type="checkbox"/> Plan	<input type="checkbox"/> Permit	<input type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
<u>Narrative</u>											
<p>April 2020 Update: Parkson's recommendation included the use of filter aids or a coagulant for removal of algae related TDS. ORC and Element have coordinated and planned an installation to test alum on TSS removal. Parkson has been contacted to provide recommendations on the alum feed system. We have provided hour estimates necessary to complete schematic layouts of the alum feed system for review by the district prior to installation and will move forward with that if approved.</p>											

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2		Flow Meter Validation / Field Testing					<input checked="" type="checkbox"/> Green	<input type="checkbox"/> Yellow	<input type="checkbox"/> Red	Direction	>>
<u>Description</u>	Original Forecasted Completion		N/A			Revised Completion Date		N/A			
Verify Flow Metering											
Milestones	<input type="checkbox"/> Plan	<input type="checkbox"/> Permit	<input type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
<u>Narrative</u>											
April 2020 Update: Nick and Gabby will be testing the flow meter in the pump building on April 15. We will test the system under various parameters including removing the potentially compromised meter at the golf club irrigation pond in order to determine its effect on pump head.											

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3		System Maps and As-Built Updates		<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>
Description	Original Forecasted Completion			Revised Completion Date							
Consolidate District As-Built Documentation											
Milestones	<input type="checkbox"/> Plan	<input checked="" type="checkbox"/> Permit	<input type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
Narrative											
January 2020 Update: No update to report											
April 2020 Update: We are available to meet onsite with John to assist in locating manholes that are buried, or assess manholes that require work. The information gained from the field visit will be updated on the system as-builts and maps.											

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4	Sanitary Sewer Rehabilitation Plan		<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>									
<u>Description</u>	Original Forecasted Completion October, 2019		Revised Completion Date		N/A														
Compile a Manhole Rehabilitation List and Obtain Cost for Repairs																			
Milestones	<input checked="" type="checkbox"/>	Plan	<input type="checkbox"/>	Permit	<input type="checkbox"/>	Proposal	<input type="checkbox"/>	Award	<input type="checkbox"/>	Materials	<input type="checkbox"/>	Const.	<input type="checkbox"/>	Test	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Warranty Through	N/A
<u>Narrative</u>																			
January 2020 Update: A list of sanitary sewer manhole repairs has been generated and sent to Guildner to obtain a quote. We have followed up with Guildner and have not received a quote.																			
April 2020 Update: SDMS and ORC have coordinated with Guildner on 2020 camera work and sewer rehabilitation work.																			

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5	Process and Instrumentation Control Diagram			<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>
<u>Description</u>	Original Forecasted Completion		N/A	Revised Completion Date		N/A					
Compile a process and instrumentation control diagram. Indicate key alarms and two-to-three cameras to aid remote operation.											
<u>Milestones</u>	<input type="checkbox"/> Plan	<input type="checkbox"/> Permit	<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
<u>Narrative</u> <p>November 2019 Update: The district has expressed interest in the development of a process and instrumentation diagram. The purpose of this diagram would be to allow the installation of a system allowing remote view of alarms, potential cameras, and system status. Element can develop a PID diagram along with specifications allowing procurement and installation of this system. The fee for this work is estimated at \$4,500 to \$5,500. This would include the PID diagram, preliminary controls design, and documents to obtain costs for installation and startup of equipment.</p> <p>December 2019 Update: No update to report.</p> <p>January 2020 Update: No update to report.</p> <p>April 2020 Update: No update to report.</p>											

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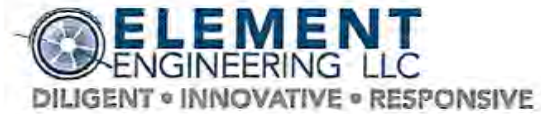
6		Facility Maintenance			<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>							
Description	Original Forecasted Completion		N/A		Revised Completion Date		N/A												
Document Facility Maintenance Necessary During Site Visits																			
Milestones	<input checked="" type="checkbox"/>	Plan	<input type="checkbox"/>	Permit	<input type="checkbox"/>	Proposal	<input type="checkbox"/>	Award	<input type="checkbox"/>	Materials	<input type="checkbox"/>	Const.	<input type="checkbox"/>	Test	<input type="checkbox"/>	Approval	<input type="checkbox"/>	Warranty Through	N/A
<p>Narrative</p> <p>November 2019 Update: The district has requested that Element provide a list of recommended facility maintenance during our periodic site visits to the WWTP. This does not include periodic inspections purely for maintenance documentation. Moving forward, any recommendations will be included in this report.</p> <p>Initial recommendations to address maintenance issues would be documentation during the operators visits. Documentation would include a brief observation report of any failures of any equipment, lighting, component, etc. This could be as easy as a short checklist once per week noting malfunctions or failures down to the changing of light bulbs or ballasts. Checks of meters, gauges, or other telemetry items should be made as well and added to the list. Finally, housekeeping items addressed such as removing old/replaced equipment/items would be reported. More expensive or time consuming items that would require board approval would be brought to the next board meeting. This may cost extra for operator time onsite.</p> <p>December 2019 Update: No update to report.</p> <p>January 2020 Update: No update to report.</p> <p>April 2020 Update: No update to report.</p>																			

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7	Solids Handling Strategy			<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>
<u>Description</u>	Original Forecasted Completion	N/A		Revised Completion Date		N/A					
Document solids handling strategies to improve TSS removal at the facility (not including filter as it is covered under another report).											
Milestones	<input checked="" type="checkbox"/> Plan	<input type="checkbox"/> Permit	<input type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
<p><u>Narrative</u></p> <p>November 2019 Update: ORC is documenting reported TSS values to the board for regular tracking. The filter was designed as a failsafe if the settling and wetlands pond had to be taken offline. The board at the time was worried they had no backup if these cells were to be taken out of service. The filter project was generated out of this conversation. One suggestion that would be cost effective and easy would be to install floating covers on the settling pond. This would do what the duckweed does but throughout the year. Also, you wouldn't have a duckweed die-off with the resulting biological settling. Installation of covers requires a very simple site application, process design report, and plans and specs to CPDHE for approval. Proposal for engineering work can be provided at the request of the board. It is recommended that the Parkson complete their filter changes/upgrades BEFORE other improvements are installed to remove TSS.</p> <p>December 2019 Update: No update to report.</p> <p>January 2020 Update: No update to report.</p> <p>April 2020 Update: It is recommended that a discussion be held in the future about the possibility of budgeting for floating covers on the settling pond in future annual budgets.</p>											

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8		General Engineering		<input checked="" type="checkbox"/>	Green	<input type="checkbox"/>	Yellow	<input type="checkbox"/>	Red	Direction	>>
Description	Original Forecasted Completion	N/A		Revised Completion Date		N/A					
General Requests for Engineering Tasks											
Milestones	<input checked="" type="checkbox"/> Plan	<input type="checkbox"/> Permit	<input type="checkbox"/> Proposal	<input type="checkbox"/> Award	<input type="checkbox"/> Materials	<input type="checkbox"/> Const.	<input type="checkbox"/> Test	<input type="checkbox"/> Approval	<input type="checkbox"/> Warranty Through	N/A	
<p><u>Narrative</u></p> <p>November 2019 Update: No items to report.</p> <p>December 2019 Update: No items to report.</p> <p>January 2020 Update: No update to report.</p> <p>April 2020 Update: Element has provided an hour estimate to provide layouts to follow for relocating aerators. This would be submitted to the district for review and approval prior to the relocation work. We will proceed with this work if approved.</p>											

TITLE	Adopted Resolution, Approved Engagement Letter and Minutes
FILE NAME	Resolution ...Notices.pdf and 2 others
DOCUMENT ID	f966cfd45bda9847d5d18ecf6cf300aad3aa994f
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

01 / 04 / 2021
20:30:10 UTC

Sent for signature to John Pavlovic (puduser@comcast.net), Gerald Schram (gerald.r.schram@gmail.com) and David Solin (dsolin@sdmsi.com) from apadilla@sdmsi.com
IP: 50.78.200.153



VIEWED

01 / 04 / 2021
23:05:41 UTC

Viewed by John Pavlovic (puduser@comcast.net)
IP: 172.58.60.182



SIGNED

01 / 06 / 2021
16:50:25 UTC

Signed by John Pavlovic (puduser@comcast.net)
IP: 65.140.130.90



VIEWED

01 / 06 / 2021
23:32:09 UTC

Viewed by Gerald Schram (gerald.r.schram@gmail.com)
IP: 71.237.75.94



SIGNED

01 / 06 / 2021
23:33:30 UTC

Signed by Gerald Schram (gerald.r.schram@gmail.com)
IP: 71.237.75.94

TITLE	Adopted Resolution, Approved Engagement Letter and Minutes
FILE NAME	Resolution ...Notices.pdf and 2 others
DOCUMENT ID	f966cfd45bda9847d5d18ecf6cf300aad3aa994f
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



01 / 06 / 2021
23:35:32 UTC

Viewed by David Solin (dsolin@sdmsi.com)
IP: 50.78.200.153



01 / 06 / 2021
23:37:58 UTC

Signed by David Solin (dsolin@sdmsi.com)
IP: 50.78.200.153



01 / 06 / 2021
23:37:58 UTC

The document has been completed.