

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, March 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 March, 2003.

Committee: Chairman Jeffrey-Clark, Trustees Gillette and Newsom

Attending: All

Also Attending: Town Administrator Widmer, Public Works Director Linnane, Utilities Superintendent Goehring, Fleet Manager Mahany, 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. Hwy. 36 Street Light Underground Project – Request Approval.

This project is located on the south side of Hwy. 36, between 4th Street and Community Dr., and consists of under grounding 1,750 feet of secondary line and replacing the existing wood light poles with new decorative lights to improve electric service and the visual appearance of Hwy. 36. T.A. Enterprises submitted the lowest bid for the project and passed on an additional \$900.00 equipment savings if construction began the first week of March. The 2003 Budget includes \$30,000 for this project. Cost estimates are listed below:

T.A. Enterprises	\$ 8,750
Town Supplied Materials	\$13,000
Town Labor/Equipment	<u>\$ 7,500</u>
Total Cost Estimate	\$29,250

Staff previously received verbal consensus from the Utilities Committee to proceed with the project prior to the March 13th Utilities Committee meeting. Concluding all discussion, the **Committee recommends approval of the project as outlined above at a cost of \$29,250.**

B. Vehicle Purchase – Request Approval.

Fleet Manager Mahany presented the following vehicle replacement requests:

Truck 1 – The Water Dept. budgeted for the replacement of a 1995 Ford F-250 4x4 truck. This trade-in vehicle is 8 years old, has 103,020 miles, and is within the Town's vehicle replacement parameters.

Truck 2 – The Water Dept. also budgeted for an additional 4x4 pick-up for use by the back flow prevention employee to be hired by May 2003.

Truck 3 – The Light and Power Department budgeted for the replacement of a 1997 4x4 Jeep Wrangler. This vehicle is 6 years old, has 57,611 miles, and is within the Town's vehicle replacement parameters.

Truck 2 will be used very moderately as the majority of the backflow prevention responsibilities are office related. The Water Dept. could use the Light & Power trade-in Jeep of Truck #3 which is a 1997 Jeep with 57,611 miles. This vehicle could accommodate the low use of the backflow employee for at approximately 3 years. Staff recommends this approach.

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The following bids were received:

Truck 1	Truck 2	Truck 3
Budget: \$38,000	Budget: \$32,000	Budget: \$22,000
<u>Water Dept 4x4 w/Utility Body</u>	<u>Backflow 4x4 Pickup</u>	<u>L&P 4x4 Meter Vehicle</u>
Transwest GMC: 2003 GMC \$37,371.00 <u>\$ 7,509.00 Trade-In</u> \$29,862.00 – Bid Price	Transwest GMC: 2003 GMC \$19,625.00	Pro Chrysler Plymouth Jeep 2003 Liberty 4x4 \$20,275.00 <u>\$ 6,500.00 Trade -In</u> \$13,775.00 – Bid Price
Phil Long Ford: 2003 Ford \$39,176.48 <u>\$ 6,750.00 Trade-In</u> \$32,426.48 – Bid Price	Burt Automotive: 2003 Ford \$19,712.00	Estes Park Auto Mall: No response
Estes Park Auto Mall No response	Phil Long Ford: 2003 Ford \$19,761.00	Ferrero Auto Center No response
Burt Automotive: 2003 Ford \$38,028.48 <u>\$4,000.00 Trade In</u> \$34,028.48 – Bid Price	Estes Park Auto Mall No response	

The Committee recommends: 1) Purchasing Truck 1 from Transwest GMC at a cost of \$29,862.00; 2) Transferring Truck 3 trade-in to the Water Dept. in lieu of purchasing Truck 2 (the Water Dept. will transfer \$6,500 to Light & Power to be used for the purchase of Truck 3 and delay a new vehicle purchase for approximately 3 years); and 3) Purchase Truck 3 from Pro Chrysler Plymouth Jeep at a cost of \$20,275.00 (\$6,500 transferred from the Water Dept. as noted above).

- C. Hwy. 34/36 Intersection Traffic Light Poles Painting Project – Request Approval. Director Linnane explained that the traffic light poles at the intersection of Hwy. 34/36 require repainting. CDOT does not provide pole repainting, thus the Town is responsible for this maintenance project. Cornerstone Engineering provided a cost estimate of \$11,800 to repaint the poles, provide traffic control, and manage the project. The Budget includes \$12,000 for pole repainting. **The Committee recommends approval of the project at a cost of \$11,800 as presented.**

WATER DEPT.

- A. Voluntary Conservation Program – Presentation. Acting upon a water conservation suggestion by the Mayor and Public Works Committee, John Gallagher/Black & Veatch submitted a draft conservation plan, to include recommended automatic drought stage rates, for Committee review. The recommended program includes suggestions for Stage I, Stage II, or Stage III water supply conditions:
- ▶ *Stage I.* Normal mode of operation. The voluntary water conservation measures listed in the report are suggested to encourage prudent water use.
 - ▶ *Stage II.* This stage is triggered by the loss of one of the water supply sources and a likely reduction in the other supply source. Mandatory water restrictions are in effect to reduce water demands. Water rates are increased to recover the loss of revenue under Stage I conditions. A future emergency water rate increase would be required.
 - ▶ *Stage III.* This stage is triggered by the loss of both water supply sources. Severe water restrictions are in effect and water rates are drastically increased to recover under Stage I conditions and to penalize unnecessary water usage. A future emergency water rate increase would be required.

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The final draft will recommend a watering schedule of 3 days/week based on address numbering. The Town has a limited supply (250) of water saving devices available to the public (upon request). The Town will also offer commercial accommodations guest door hangers that promote water savings. A full list of recommendations is included in the report and will be summarized in upcoming months through news releases and bill inserts.

Areas discussed include water rates, sources, and supply. **The Committee concluded that a conservation plan was an excellent approach for potential emergency situations and directed Staff to incorporate the plan into the Utilities Policy Manual to be presented for Committee approval at the April meeting.**

REPORTS.

Financial Report. The 2002 Year End Reports and February 2003 financial statements were reviewed.

Termination of In-House Explosive Operations. Superintendent Goehring reported that in-house explosive operations have been terminated and all devices have been returned to the appropriate manufacturers. Advances in technology allow Staff to utilize equipment, in lieu of explosives, to achieve similar results.

Cable Channel 39 Request for Proposal (RFP). Director Linnane reported that RFP's were mailed to interested parties to provide operation and programming of community Channel 39. The bid date is April 4th and Staff will present bid results at the April meeting.

Olympus Dam Project. A project update will be presented at the April meeting.

Year-to-Date Water Use vs. Water Rights. Director Linnane reported that actual water use is within 9 acre feet of the projections for 2003.

Water Dept. Backflow Prevention Program. Superintendent Goehring updated the Committee on newly published requirements from the State regarding the backflow prevention program.

Line Superintendent Named. Director Linnane congratulated Todd Steichen who was recently selected as the Light & Power Line Supt. He will be introduced at the March 25th Town Board meeting.

Employee Suggestion. Superintendent Goehring expressed appreciation to Tom Oldham for his cost saving suggestion to retrofit existing light poles to accommodate new globe fixtures. This inventive idea represents a cost savings to the Town of \$600/light and over \$100,000 in the next few years.

Decorative Light – Ribbon Cutting Ceremony. At the conclusion of the meeting, everyone was invited to attend a ribbon cutting ceremony for the new decorative light fixtures in Bond Park.

Project Updates.

None.

There being no further business, Chairman Jeffrey-Clark adjourned the meeting at 9:00 a.m.