

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, September 21, 2006.*

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 21<sup>st</sup> day of September 2006.

Committee: Chairman Homeier, Trustees Newsom and Pinkham

Attending: Trustees Newsom and Pinkham

Also Attending: Administrator Repola, Acting Public Works Director Goehring, Finance Officer McFarland, Town Clerk Williamson

Absent: Chairman Homeier

Trustee Newsom called the meeting to order at 8:00 a.m.

### **LIGHT & POWER DEPARTMENT**

#### **The “Card Shop” Christmas Display Restoration – Request Approval.**

A request for proposals for an authentic replication of the Buel Porter “Card Shop” aka “Santa and his Helpers” was sent to eight (8) vendors holding current Town business licenses. One proposal was received from Signs of Life, Inc. for \$15,917. The selected contractor would complete the display by November 15<sup>th</sup> and install the display by November 22<sup>nd</sup>. The **Committee recommends approval to contract with Signs of Life as outlined above for the replication of the “Card Shop”, authorizing the budgeted expenditure of up to \$15,917 (#502-6501-560-26-15).** Acting Dir. Goehring stated the “Old Lady in the Shoe” is scheduled for next year.

#### **Habitat for Humanity Light & Power Fee Waiver – Request Approval.**

Habitat for Humanity is requesting a fee waiver for all connection fees for Light & Power for the future 3-lot development in the Ferguson Subdivision. The Water Department has waived water tap fees for Habitat in the past. Infrastructure costs are unknown at this time, as the development will occur in the future. Current underground connection fees are \$190/ea. (includes some wiring, metering, and labor). Based on current policy requiring all new electrical services be underground, the **Committee recommends approval to waive the connection fees for the Habitat for Humanity 3-lots project in the Ferguson Subdivision.**

#### **Upgrade Folding/Inserting Machine – Request Approval.**

Finance Officer McFarland stated the Utilities Committee approved the purchase of a Pitney Bowes D1 400 Fast Pac Inserting System at their March 2006 meeting. After several months of use, it has become apparent the machine lacks the capacity to handle the workload efficiently (10,000+ bills a month). Pitney Bowes has provided excellent support and attempted to address the limitations of the machine by adding various parts to make the machine more productive. Finance staff is currently spending 8 hours per billing cycle to complete a 4-hour job. Pitney Bowes has offered a higher capacity machine (DI 425) that lists for \$15,000 for a reduced price of \$11,459 and would credit the Town the full purchase price of the DI 400. The original 2006 budget allotted \$15,000 for a new folding machine. **The Committee recommends approval to purchase the upgraded folding machine from Pitney Bowes (DI 425) for an additional cost of \$4,266 (#502-7001-580-33-33) as budgeted.** Trustee Newsom stated an incentive should be developed to decrease the number of delinquent and shut-off notices the Finance Department sends out each month. He questioned the number of staff hours spent each month monitoring, billing and calling each customer. Officer McFarland stated the finance staff has discussed the issue and has not developed a workable solution.

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**Reports**

1. **Light and Power Dept. Financial Report** – Acting Dir. Goehring and Dir. McFarland reviewed the report.
2. **Platte River Power Authority/Integrated Resource Plan** – John Bleem/Platte River Power Authority reviewed the Integrated Resource Plan that provides information associated with the planning of resource acquisitions to meet customers' future electrical energy needs, including capacity and energy supply resources, and renewable energy efficiency options with an emphasis on the next five-years. The focus of the plan is to balance rate impacts, reliability and environmental effect. The municipalities served by Platte River have seen increases in population, business activity and demand for energy; however, growth rates are anticipated to slow over the long term. The existing resources include a mix of coal-fired generation (located at Rawhide and Craig Stations), natural gas turbines (Rawhide), wind turbines (Medicine Bow), hydropower and solar. These resources along with a small quantity of purchases from the wholesale market are adequate to meet the needs of the customers for the next few years. However, given the reserve and reliability requirements, a new resource is forecasted for 2009. Platte River plans to implement several actions related to resource planning and acquisition, including: (1) addition of a new gas-fired peaking resource at Rawhide by the summer of 2009, (2) expansion of energy efficiency programs (\$1.5 million/yr), (3) continued implementation of the Renewable Energy Supply Policy (10% of energy from renewable energy by 2018). Renewable energy sources are not able to provide peak capacity; however, they do provide energy and environmental benefits.
3. **Net Metering Rate Update** – Acting Dir. Goehring stated the Methodist Church has requested the Town offer net metering. Net metering credits the customer for electricity they generate on site in excess of the electricity used. The Town does not currently have a policy in place. He suggested a policy be drafted to include an adjustment at the end of the year rather than monthly as offered in other municipalities.

**WATER DEPARTMENT**

**Water Line Replacement Project – Request Approval**

The 2006 water line project consists of the replacement of an old existing 4" line that goes at an angle through properties next to building foundations and underneath one garage in the Aspen Ave., Birch Ave. Columbine Ave. and Landers St. area. Request for proposals were sent out for design and construction management of this project.

▪ HDR Engineering	No Proposal Submitted
▪ Red Oak Consulting	No Proposal Submitted
▪ Stantec Engineering	
Survey & Easement Review	\$ 6,406.00
Bid Drawings/Specifications	\$11,587.00
Bid Phase Services	\$ 2,240.00
Construction Administration	\$ 3,388.00
Record Drawings	\$ 1,635.00
<b>Total</b>	<b>\$25,256.00</b>
▪ Van Horn Engineering & Surveying	
General Office	\$ 442.00
Staff / Engineering	\$ 1,332.00
Two-Person Field	\$ 2,220.00
Site Visit	\$ 432.00
Computer Drafting	\$ 1,104.00
License Professional	\$ 273.00
Material Cost	\$ 450.00
<b>Total</b>	<b>\$ 6,253.00</b>

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▪ Landmark Engineering	
Site Survey & Topographic Mapping	\$ 4,500.00
Civil Engineering/Geotechnical	\$ 6,820.00
Bidding/Construction Management	\$10,640.00
Reimbursable Expenses	\$ 1,500.00
	<b>Total</b>
	<b>\$23,460.00</b>

Van Horn Engineering's price is significantly less in part to a 15% mark up on construction management included in both Stantec and Landmark prices. Acting Dir. Goehring has had discussions with Van Horn Engineering and is comfortable they can complete the project at the price quoted. He also stated construction on this project would not begin until this spring to avoid tearing up the roads during the winter months. After further discussion, the **Committee recommended approval to contract with Van Horn Engineering as outlined above for \$6,253.00 (#503-6500-560-22-02).**

**Windy Gap Water Lease Request – Request to Proceed.**

The Bureau of Reclamation is requesting a 25-year lease for 1 acre foot of Windy Gap water per year for an augmentation plan for the well located at the Mary's Lake Campground owned by the Bureau and operated by the Estes Valley Recreation and Parks District (EVRPD). A Memorandum of Understanding (MOU) has been drafted and reviewed by Attorney White between the Bureau of Reclamation, EVRPD and the Town of Estes Park. The EVRPD would be required to make the lease payment of \$350/yr. that may be adjusted annually to reflect actual costs. The Town has adequate Windy Gap Water for this request. The **Committee recommends approval of the water lease agreement and the MOU between the Bureau of Reclamation, Estes Valley Recreation and Parks District and the Town of Estes Park.**

**Reports**

1. **Water Financial Data** – Acting Dir. Goehring and Dir. McFarland reviewed the report.
2. **Regulation Update** – Acting Dir. Goehring informed the Committee the Water Department would be required to monitor and sample for unregulated contaminants starting next month from each inlet. There is an ongoing discussion between the United States Environmental Protection Agency and the Town regarding the number of inlets, 2 versus 3. The Town would be required to collect approximately 56 samples at a cost of \$50/sample.

**ADMINISTRATION**

**Scope of Services**

Each department head has drafted a scope of services intended to provide a brief overview of the primary services provided by each department. Most departments provide additional services; however, they are incidental to a primary service, or so infrequent that the impact on operating costs or service levels is nonexistent. In addition, the measures of efficiency and effectiveness are "dashboard" indicators of the performance of each department and provide quarter-to-quarter or year over year comparison of trends or department performance. The objective is to evaluate operations annually. It is anticipated the scope detail and "dashboard" metrics will be modified over time as the tool is utilized to evaluate operations. The scope documents should be useful when evaluating expansion or reduction of services or existing service levels from an operational or budget perspective.

There being no further business, Trustee Newsom adjourned the meeting at 9:45 a.m.