

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, September 20, 2007.*

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 20<sup>th</sup> day of September 2007.

Committee: Chairman Homeier, Trustees Newsom and Pinkham

Attending: All

Also Attending: Town Administrator Repola, Deputy Town Administrator Halburnt, Director Goehring, Finance Officer McFarland, Asst. Utilities Dir. Mangelsen, Town Clerk Williamson

Absent: None

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

### **PUBLIC COMMENT**

Mark Curtis/Platte River Power Authority (PRPA) provided the Committee with an update on the Mary's Lake Substation improvements including the construction schedule, engineering plan view and cost estimate. The project is on schedule with construction to begin in May 2008 and be complete by mid September 2008. The entire electrical load from the Mary's Lake facility will be transferred to the downtown substation during the construction to save an estimated \$50,000 to \$60,000 on the rental of a portable substation. The cost estimate for the entire project is \$3.5 to \$4 million with \$2.5 million for the two transformers.

### **LIGHT & POWER DEPARTMENT**

#### **Dry Gulch Direct Bury Replacement Phase I - Request Approval To Accept Bid.**

The Light and Power Fund budgeted \$150,000 for Phase I for the undergrounding of the power line from Good Samaritan north to about the end of Dry Gulch. Project plans and specifications were compiled and the job was advertised in the local papers. In addition, invitations to bid were sent to nine contractors. Two bids were received:

Selcon Utility Contractors	\$43,924
Duell Excavating, Inc.	\$98,450
Kearney & Sons Excavating Inc.	No bid
A-1 Excavating	No bid
Tom Childers	No bid
Fairbanks Excavation	No bid
Kitchen & Company Excavators	No bid
Atkins Electric	No bid
GE Construction	No bid

All materials are being supplied by the Light and Power Department, i.e. conduit, fiber duct, conductors, and cubicles at a cost of \$80,843. Staff recommends contracting with the low bid provided by Selcon Utilities Contractors at a cost of \$43,924. The Department will also be placing an additional pipe in the ground for future fiber needs. Light & Power has budgeted an additional \$150,000 in 2007 for Phase II of the project and may request approval to complete the project with the same contractor this year. Following discussion, **the Committee recommends approval of the contract with Selcon Utilities Contractors for Phase I of the undergrounding of the power line as described above with material supplied by the Light and Power Department for a total project cost of \$124,767.00 from #502-7001-580-35-58 as budgeted.**

#### **Christmas Display Installation and Maintenance for 2007 & 2008 – Request Approval To Accept Proposal.**

Light and Power budgeted \$58,500/year for the annual installation and maintenance of the

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Christmas lights & displays. The low bid for 2007 is a reduction of \$8,400 from last year's contract amount of \$ 51,400.

	<u>2007</u>	<u>2008</u>	<u>Budget</u>
T.A. Enterprises	\$43,000	\$44,000	\$58,500
M. Atkins, Inc	\$45,436	\$47,936	

Energy efficient string lights (LED) will be placed in the trees of Rams Island as a test pilot area for leaving the lights on throughout the year. The lights cost five-times more than a normal string of lights; however, they last longer and use less energy. In addition, the light bulbs on a few of the rebar trees will be replaced with the LED bulbs. Staff recommends contracting with T.A. Enterprises. The Town has worked successfully with this contractor on past lighting. **The Committee recommends contracting with T.A. Enterprise for the Installation and Maintenance of the Christmas Display for \$43,000/2007 as budgeted and \$44,000/2008 pending budget approval and contractor performance from #502-6501-560-26-15.**

**Reports**

**Light and Power**

1. **Light and Power Dept. Financial Report** – Dir. Goehring and Finance Officer McFarland reviewed the financial reports.
2. **Platte River Compact Fluorescent Light Program** – Asst. to Utilities Dir. Mangelsen stated the program "Light with a Twist" was developed by PRPA in conjunction with its power partners to encourage individuals to switch to compact fluorescent lights (CFL) that use less energy and last longer than the traditional light bulb. Participating retailers, Ace Hardware and True Value, will provide the bulbs at a discount from September 15<sup>th</sup> though December 15<sup>th</sup> or while supplies last with PRPA subsidizing the discount. Staff will participate in a promotional activity at participating stores on October 6<sup>th</sup>. PRPA anticipates 166,000 bulbs will be purchased.

**Water**

1. **Water Financial Report** – Dir. Goehring and Finance Officer McFarland reviewed the financial reports.

**IT**

1. **IT/GIS Personnel** – Dir. Goehring stated staff requests consideration of a new position to be funded half time by Community Development and half time by IT. The position would provide GIS mapping to update and maintain the Town base maps and provide additional assistance to the IT Department for day-to-day maintenance of the computer system. Utility mapping is being updated by current staff; however, any additional mapping is being performed by Dir. Goehring or Dir. Joseph. **The Committee recommends the item to the Town Board for discussion at the upcoming Budget Study Sessions and requested a memo to describe the needs and gaps in the current service level the position would fulfill.**

**MISCELLANEOUS**

Finance Officer McFarland reviewed the borrowing capabilities of the Town as it relates to bonds, loans and Certificates of Participation (COPs) for the upcoming projects for water, electric and the fairgrounds. A Reimbursement Resolution will likely be presented to the Committee in the near future to request advance water project expenditures be funded by the Water Fund with reimbursement at a later date from a loan. Administrator Repola requested staff develop a timeline for projects to determine the total capital investment costs over time.

There being no further business, Chairman Homeier adjourned the meeting at 9:09 a.m.

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Jackie Williamson, Town Clerk