

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, January 16, 2003*

Minutes of a Regular meeting of the **PUBLIC WORKS COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 16<sup>th</sup> day of January, 2003.

Committee: Chairman Barker, Trustees Doyle and Habecker  
Attending: All  
Also Attending: Town Administrator Widmer, Public Works Director Linnane, Water Supt. Goehring, Construction Mgr. Sievers, Clerk O'Connor  
Absent: None

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

### **HABITAT FOR HUMANITY – REQUEST TAP FEE WAIVER FOR LOT 2, HABITAT SUBDIVISION.**

Wendell Amos, representing Habitat for Humanity, was present. The Committee reviewed a request from Habitat for Humanity to waive the tap fee of \$4,110 for a house under construction located at 663 Halbach Ln. The General Fund has transferred funds to the Water Fund to fund tap fees for similar Habitat projects (this is the third request for this subdivision) and Habitat has agreed to reimburse the tap fee if the house is sold on the open market in the next ten years; this has been the case for all previous tap fees that have been waived. This item was not budgeted in the General Fund in 2003/04, and Town Administrator Widmer commented that the Water Fund should remain "whole", and he recommended the Contingency Fund transfer the payment to the Water Fund. The Contingency Fund would receive any repayment from Habitat. **The Committee recommends the Contingency Fund transfer the tap fee amount of \$4,110 to the Water Fund for the tap fee for Lot 2, Habitat Subdivision.**

### **BOULDER COLONY SUBDIVISION – REQUEST TAP FEE TRANSFER.**

William Swanson, owner of Lots 18A and 18B, Boulder County Subdivision recently demolished a dwelling unit on Lot 18A, however, he has continued to pay all water fees to maintain the tap.

Mr. Swanson desires to sell Lot 18A (lot split) and is requesting the Lot 18A tap be transferred to 18B. Staff concurs with this legitimate request, thus **the Committee recommends approval of the tap fee transfer as described above.**

### **WATER RIGHTS FEE STUDY – PRESENTATION AND APPROVAL REQUEST FOR RECOMMENDATION, INCLUDING POLICY MANUAL AMENDMENT.**

The Committee reviewed a Draft Report prepared and presented by John Gallagher/Black and Veatch (Town's water consultant). Cost analysis is based upon:

1. The current market value of \$12,500/CBT unit
2. The average monthly water usage of 5,000 gallons
3. A 50% CBT unit allotment.

The water rights portion of the tap fee from \$2,000 to \$5,400 for a single-family residence is being recommended, and this will result in increasing the current water

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rights fee from \$3,840 to \$7,240/single-family residence. The current tap fee portion of the water rights has not been increased in the last 15-18 years. The study also recommends annual review and/or revision of the tap fee.

Mr. Gallagher added that front-range municipalities anchor their CBT shares to water rights fees, thus their standard fees are between \$10,000 to 20,000/single family. front-range as consumers use perhaps twice the amount of water than that of Estes Park.

Discussion followed on the impact of the Town's Augmentation Plan on the amount of water purchased.

During the 1/14/03 Town Board meeting, Mayor Baudek directed staff to research and submit options on **water conservation**. Staff will submit options for consideration at a Public Works Committee in the near future.

As the Town is in a good position to serve their customers, and this increase will assist in ensuring adequate supply, **the Committee recommends the water rights fee be increased as follows, including periodic review and/or revision of the water rights fee, voluntary water conservation, and Policy Manual Amendment:**

<b>Customer Class</b>	<b>System Development Fee (\$)</b>	<b>Water Rights Fee (\$)</b>	<b>Total Connection Charge (\$)</b>	<b>Charge Basis</b>
Single-family	1,840	5,400	7,240	Dwelling Unit
Multi-family	1,288	3,780	5,068	Dwelling Unit
Accommodation	1,104	3,240	4,344	Dwelling Unit
Non-accommodation	92	270	362	Plumbing Fixture Unit

**WATER DEPT. FINANCIAL PLAN AND RATE STUDY SCOPE OF SERVICES – REQUEST APPROVAL OF SCOPE OF SERVICES.**

Pursuant to staff's request, Black and Veatch submitted a scope of services to perform a Financial Plan and Water Rate Study. Several non-anticipated and significant changes have occurred since the adoption of the 2001 Water Rate Study:

1. The fire protection transfer of \$132,000 from the General Fund to the Water Fund has ceased ( $\pm 5\%$  of annual revenue).
2. As a result of water rights acquisitions during 2002, the reserves in the Water Rights Reserve Fund have been reduced by \$2.2Million.
3. Consideration is being given to initiating a transfer from the Water Fund to the General Fund (similar to the current Light and Power transfer).

These changes will significantly affect the financial plan forecast shown in the 2001 Water Rate Study Report and the scope of services will amend the 2001 Report. The budgeted amount for this scope of services is \$25,000.

Discussion followed on the inequity of Town-provided services between customers residing inside and outside Town limits and subsequent pressure on the General Fund, the flat economy, and the 2,500 gallon minimum allowance utilized by the Town. **The Committee recommends approval of the Scope of Services in the amount of \$25,000 submitted by Black and Veatch, including research on any inequities/services in the Water Fund; the 2,500/gal./mo. minimum allowance, and automatic drought stage rates.**

**PROSPECT MOUNTAIN WATER COMPANY – REQUEST TO LEASE WATER.**

John Heron, President/Prospect Water Co., has requested the lease of 4-acre ft. of Town-owned CBT water units. During the November Public Works Committee meeting, staff reported that a surplus of 498 ac. ft. of CBT water was projected. Of the surplus, 135 ac. ft. is to be leased to the EVRPD and Park R-3 School District. Mr. Heron has agreed to a lease price equal to the current lease market value of \$350.00/ac. ft. Director Linnane reviewed influent flows into the Mary's Lake inlet, with **the Committee recommending approval of the request, and Town Attorney White drafting a lease agreement.**

**FISH CREEK PEDESTRIAN TRAIL, PHASE I – REQUEST APPROVAL OF DESIGN AND CONSTRUCTION MANAGEMENT SCOPE OF SERVICES.**

The department budgeted \$350,000 for the design, construction management and construction of the Fish Creek Trail from Brodie Ave. to Country Club Dr./Creekside Crt., a trail length of 4,700'. The project will require easement preparation, an Army Corps of Engineers Permit, creek crossings (1 or 2), and structural improvement of the concrete path sub-grade. The construction cost estimate is \$310,000.

The total budgeted amount for this project is \$350,000. The Committee reviewed the Scope of Services in the amount of \$37,200 for design and construction management submitted by Cornerstone Engineering. **The Committee recommends accepting the Scope of Services in the amount of \$37,200 submitted by Cornerstone Engineering, with staff preparing a drawing indicating the Trail Plan contained in the Comprehensive Plan, constructed trails, and the dollars leveraged with inter-governmental agencies that have facilitated all trails installed to date.**

**FALL RIVER TRAIL – REQUEST APPROVAL OF DESIGN AND CONSTRUCTION MANAGEMENT SCOPE OF SERVICES.**

\$150,000 was budgeted for construction of this 1,300' section of trail from the exiting bridge across the highway to Performance Park. Issues with the Willows Condominium property have been resolved and the trail will parallel the highway along this section and cross the river at the existing highway bridge with a new pedestrian bridge. A draft construction easement for the section of proposed trail through the Fall River Village property has been received and staff anticipates execution of the easement in the near future. The Estes Valley Land Trust is currently negotiating an easement for Lot 21 and optimistically, the trail could cross this property thereby facilitating separation between the trail and the highway.

Cornerstone Engineering submitted a design and construction management Scope of Services for \$16,234, and Mountain Constructors will be solicited for a construction price. Work is scheduled to begin in February. **The Committee recommends accepting the Scope of Services submitted by Cornerstone Engineering in the amount of \$16,234, including solicitation of Mountain Constructors for construction.**

**FEDERAL STORM WATER DISCHARGE PERMIT REGULATIONS REPORT – REQUEST APPROVAL OF SCOPE OF SERVICES.**

Mike Todd/Cornerstone Engineering was in attendance. The Federal Clean Water Act, Ph. II, requires municipalities with population of less than 100,000 to submit an application for a Storm Water Discharge Permit by March, 2003. This permit would regulate private and public construction projects, as well as public drainage facilities such as curb, gutter, and ditches inside Town limits. Mr. Todd added that the Permit basically creates a 5-yr. Master Plan, based on 6 stormwater management programs, with yearly reports being submitted thereafter.

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Cornerstone Engineering has submitted a Scope of Services in the amount of \$11,900 to research the extensive requirements and prepare a permit. **The Committee recommends accepting the Scope of Services in the amount of \$11,900 submitted by Cornerstone Engineering.**

#### **WATER DEPT. 2002 WATER LOOPING PROJECT CHANGE ORDER – REQUEST APPROVAL.**

Staff is requesting: (1) a fire hydrant be added to the MacGregor Ave. Line Replacement Project, 50' north of the Sweet Basilico Restaurant, within the Wonderview Ave. right-of-way; the cost is \$3,467. (2) an aged irrigation culvert was damaged between WestStar Bank and the pond at the west end of Lower Stanley Village; the repair cost is \$2,724.58. The change order total is \$6,191.58. **The Committee recommends the change order in the amount of \$6,191.58 be approved.**

#### **CDOT URBAN AREA BOUNDARY MAP – REQUEST ADOPTION OF BOUNDARY MAP.**

Following each census, CDOT requires municipalities to revise, if necessary, their Urban Area Boundary Map (UAB). Following revision, CDOT requests a resolution adjusting the UAB map; these maps are used to assist with funding for CDOT programs and projects. **The Committee recommends submittal of the Town's Official UAB Map, including adoption of a Resolution as requested by CDOT.**

#### **REPORTS:**

**Fall River Trail, Phase I Construction.** Mgr. Sievers reported that construction is nearing completion (99% complete).

**Riverside Drive Project Construction.** This project has been suspended for 3 winter months, and it should resume early in March depending on weather conditions. The next phase is more complex and it is expected to significantly impact the project area due to such items as the installation of a sewer line. May 15<sup>th</sup> is the target completion deadline.

**Bond Park Mid-Block Pedestrian Crosswalk Pilot Project.** Acting upon a suggestion from Trustee Jeffrey-Clark, staff is implementing a "pedestrian flag pilot project" at the mid-block pedestrian crossing by La Casa Restaurant and Bond Park. Standard-issue orange flags will be placed for use by pedestrians and carry when crossing the street. The intent is to increase pedestrian visibility.

**Stanley Avenue Sidewalk and Trail.** This project is 99% complete.

There being no further business, Chairman Barker adjourned the meeting at 9:30 a.m.

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Vickie O'Connor, CMC, Town Clerk