

Rogers Mesa Domestic Water Company
Board of Directors Meeting
Agenda
December 5, 2017
Ela Family Farms

- 3:30 Call to order
minutes, November meeting
- 3:35 Organization transitions. See attached memo.
Wink & Steve transitioning off the Board.
Introducing new Board candidates:
Nicole Carrillo
Doug Emerick
Discussion & decision re Board slate for Member meeting
- 3:50 Cassandra and Troy re staff transition
Discussion
- 4:10 Update on new billing system, Diane
Email: rogersmesadomesticwater@gmail.com
- 4:20 Cross connection and backflow prevention.; new regulation
See memo attached.
Decision to hire Cassandra to complete this project
- 4:40 New tap application, Joe Davis
Decision whether to issue: Conditions? Limitations?
- 4:50 Review preparations for Membership meeting
Notice
Reports
other
- 5:00 Adjourn

RMDW Board of Directors Meeting

12/5/2017

Board members present: Wink Davis, Steve Ela, Ross Allen, Fred Johnson. Dan Schultz-Ela was absent.

Also present: Diane Perry, Secretary, Doug Emerick, and Nicole Carrillo (potential board members). Cassandra Shenk arrived later.

New Board Candidates: Wink welcomed Doug and Nicole to the group. Steve has recruited Doug as a possible replacement for him on the board and Wink has suggested Nicole as his replacement. Wink's property has sold and he thought he would have to resign since he will no longer be a member, but after checking the by-laws, he found this not to be the case. He could still stay on, if he were to stay in the area. Nicole and Doug would be suggested as board members at the annual meeting in January.

Nicole and Doug introduced themselves. Steve gave a brief overview of the company and its roots in agriculture.

Staff Transition: The next item on the agenda is Troy and Cassandra and the staff transition. Wink admitted that he was not ready to talk about this. There is a meeting scheduled for next week to discuss the details. He will provide an update after that meeting.

Billing: Diane provided an overview of the new billing system and we went over the billing system in the past for the new candidates. Announced the new email address for the company and the website should be up and running by the annual meeting.

Maintenance: We received a clean bill of health on our sanitary survey. The state inspector came on November 21, 2017 and spent the morning with Jim and Cassandra going over record keeping and other aspects of our system.

Cross connection and backflow prevention: There is a new regulation regarding cross connection and backflow prevention on commercial taps. Cassandra has identified several commercial taps that need to be inspected (Rogers Mesa Fruit, Leroux Creek Foods, High Country Gardens, and High Valley LLC) for possible cross contamination. If there is now possible cross contamination then the issue is resolved, but if the possibility exists an testable, backflow preventer must be installed. The backflow preventer must be tested yearly. Cassandra suggest sharing cost for the initial installation with the owner, if a backflow preventer is necessary. Then we must develop an enforceable contract for installation and yearly testing of the backflow preventer. Owner should have it tested, and provide us with the data.

New tap applications: Have one application this year. Joe Davis has submitted an application and deposit. The board votes to approve the application with conditions. He must cap an already existing line, where it crosses property lines. He must submit an agreement for acceptable uses and there can be no well water use in the house.

Steve Ela makes the motion to accept the application on condition that we approve a document signed by Joe Davis outlining all uses of the tap and stipulating to the above terms. Ross Allen seconded. The motion carries unanimously.

Cassandra arrived late and went over the cross connection issue and the sanitary survey again.

Membership meeting: The notice will be in the DCI 12/5 and 12/20 and in the Shopper after Christmas. We will get the financial reports from Randy. There will be a President's report, a water audit and a maintenance report. Wink and Cassandra will work on their parts.

The board would like to get together before the meeting to go over things before the meeting. They agreed to meet Monday January 8, 2018 at 11:00 pm.

Wink passed out his letter of resignation which will be effective at the annual meeting. The board will need to think about a new president and vice president.

Meeting was adjourned at 4:59 pm

12/05/17

Memo

To: RMDWC Board

From: Wink

Re: New CDPHE requirement re cross-connection and back flow prevention.

The purpose of this Memo is to inform the Board and request approval of our plan for compliance.

Cassandra will take responsibility to complete this task. The timeframe is January — April, 2018

The new requirement is that for commercial taps where there is a potential for cross contamination from:

- fire suppression system,
- chemical mixing,
- irrigation, or
- processing involving the drinking water supply
- (or other)

The water provider (that's us) must:

1. Survey our customers for possible cross-connection;
2. Where we find cross-connection to be sure they have compliant back-flow prevention hardware;
3. Enter into a legally enforceable agreement (contract) with the relevant customers governing how this system will be managed
4. Assure that the hardware is installed and tested annually by a qualified technician.
5. Report to CDPHE and maintain a data base both in our system and on the CDPHE Google docs.

Cassandra has surveyed a number of commercial taps and has narrowed the list of members with possible cross connection exposure to:

- High Country Gardens
- Leroux Creek Foods
- Jan VanDenBerg
- Rogers Mesa Fruit.

By way of complying with our responsibility, Cassandra will:

- make a site visit to each of the businesses above
- inform of the requirement
- inspect the system
- present the contract

If the customer has to install new hardware we offer to cover one-half the installation cost (total cost of which is estimated at \$200-\$400). The customer would contract with

a licensed plumber and send us a copy of the invoice.

The customer would be responsible to have the hardware tested annually by a certified technician (there is one in Delta) at the customer's expense. We are responsible to assure the test has been conducted and to document it in a dedicated data base in our computer and to report to CDPHE.