

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 140
May 24, 2018**

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO.

Board members present were: Chair and President Steve Douglas, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending were Chief Bryan Ware and incoming Board Member John Levar. Attending for a presentation to Steve Douglas were: Nicole Richardson, Donald Griggs, Sue Bacon, Jenn Levar, Kyle Levar, Scott Robertshaw, Nate Anderson, Michelle Anderson, Gabe Taylor, Tom Laca, and Pam Kubly, who stayed for the entire meeting.

Chair and President Steve Douglas called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA.

There were no additions or corrections to the agenda.

Motion was made by Kim Toman to approve the agenda as presented, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of April 26, 2018 Meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members. There were no other additions or corrections to the meeting minutes.

Motion was made by Kim Toman to authorize Secretary Kim Toman to create the final minutes based on the track change corrections and discussed changes and to approve the minutes as amended, seconded by Joni Smith. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District the balance in the Bank of the San Juans (BSJ) Operating Account is \$25,663; the balance in the BSJ Savings Account is \$44,202; The balance in the New Station Enterprise Fund is \$129,083.

b. The BSJ Construction Account balances are as follows: Escrow: \$1,591,149 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$169,261. The total Fire Station Expenses paid from inception is \$397,168.

c. Revenue Line Item 7700, Grant Income, current month activity is (\$95,000) (negative amount). This is the DOLA grant funds received and these funds have been moved to the Enterprise Fund.

d. Expense Line Item 8001, Legal Expense, total actual spent is just over \$4,400. Bryan realized that the District's \$1,800 credit from 2017 with Tom Mullans has not been

utilized for recent expenses. Bryan discussed this with Tom's office and the credit will be used for any further legal expenses until the credit is depleted.

Motion was made by Bob Thompson to accept the Financial Report, seconded by Stephen McLaughlin. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 79 total responses; 26 Fire/Rescue; 53 EMS, of those 37 were transported.

b. Pueblo County went to a Stage 1 Burn Ban last Friday. The State Forest and BLM have also went to a Stage 1 Burn Ban. Fuel moisture levels remain very low.

c. The Pueblo County Mutual Aid Agreement has all the signatures except two. The District is now developing a similar agreement with non-governmental agencies including Pueblo AMR, Red Creed Volunteer Fire, TTCI (Transportation Test Track) and the Pueblo Chemical Depot.

d. Volunteers have begun their annual pack test which must be completed by June 1, 2018.

6. OLD BUSINESS

a. District Auxiliary - Update

The Barn Dance sponsorships totaled \$2,350 and just under \$1,200 was received in ticket/alcohol sales. There were more attendees from outside the Beulah area than the Beulah area. The Auxiliary will continue to recruit sponsorships to replace some of the income from not having the Cowboy Poetry this year. The Garage Sale is still being developed as well as one smaller, higher ticket event. Lana Woodruff has offered to guide a hike for a photo/sketch teaching event. There is nothing definite or scheduled yet for either of these new fundraisers.

b. Fire Station Site Plans and Activities – Update

i. Permitting and Surveys

Discrepancies have been found between the three surveyors that have surveyed the associated parcels of Dick Sellers that were involved with the donation of the fire station parcel. The majority of the issues have been between property lines identified in what Travis Allee surveyed and Warran Ward, contractor for F&D International (F&D) surveyed. It cannot be determined who has correct survey information. After discussions and in order to help clear these issues the Board agreed that Travis Allee should be sent a letter identifying two items that need to be clarified on the plat he surveyed for the District. These items are a typo on the coordinates of a control point and a note should be added to the plat that there were several issues identified with the 15 old deeds involved with the surveyed properties. This letter should include a response deadline of 30 days to Travis. For clarification purposes, the recent correspondence emails should be attached to the letter for informational purposes.

In the event that the parcel associated with sub-division exemption 2015-004 needs to be resurveyed and a revised plat submitted, the District could utilize the services of Warren Ward at a cost of \$3,500. Dick Sellers said he would cost-share this with the District at a percentage to be determined.

ii. Overall Project (Building & Water Line) Budget – Funding & Costs

There have been over \$128,000 in additional project costs from the electrical boring (\$20,000) and water line issues (\$108,000). These unexpected costs have been accounted for in the revised Construction Project Financial Summary. H.E. Whitlock Construction anticipates not having to use the entire \$80,000 allocated for dirt work, so there is a potential for cost saving there. Additionally, there are a few other line items that may provide a potential for cost savings too. Lastly, DOLA has a grant opportunity for project overages on grant projects they have already funded. The expected overage at this point in time is approximately \$108,000 of which this DOLA grant could award up to 50% of the overage amount.

iii. Site Plans and Station Design

There was nothing new to report.

iv. Site Work

Station continues to move forward; the footer is being poured in sections. As the footer sections forms are removed, the walls are being formed. It is anticipated that by early June the foundation (footer and walls) should be completed. Once the foundation tasks are completed, the steel will go up, is painted, and then the floor inside the new station is poured. The electrical, which will be bored under Central Ave, will cost an additional \$20,000 for the boring. This is an additional, unanticipated cost to the project. The electrical service will come up out of the ground at a transformer that is 3-phase with the capability of up to a 500 amp service.

v. Backhoe Services, Water Line Construction & Contract Status - Update

The water line project continues to progress, but with hiccups. The hiccup with the largest financial impact is the fact that neither the Beulah Water Works District water line engineer nor F&D communicated with Pueblo County Public Works about the asphalt work on Central Ave from Lake Ave to Grand Ave. The budget for the water line extension only incorporated asphalt reconstruction for about ½ the width of one lane on Central, where Pueblo County requires replacing the asphalt from the centerline to the edge (the entire width of the lane). This additional asphalt work will cost about \$108,000. The replacement asphalt work will be taken out of the scope of Backhoe Services and a new contract will be obtained for the roadway asphalt rework. The new 8" water line to Catalina is complete and one new hydrant has been installed and passes all of its tests. All residents along Catalina are now tied into the new 8" water line, except the Catholic Church. The line to the church was thought to be from the 6" line across the road (Central Ave) but it was recently found out not to be tied in there. Tomorrow the Church will be tied into the new 8" water line. In addition, two meter pits had to be dug up with new copper installed from the main to the meter pits because of corrosion from the old galvanized to copper connections. Backhoe Services will separate out the 3 new lines (Church and 2 to meter pits) so Beulah Water can pay for those additional costs not associated with the new water line. Bryan met, as a representative of the District, with Beulah Water on Monday and Beulah Water indicated that they would pay for those costs. Lastly it has been discovered that there is a high point in the new water line on Central at Kandy Learned's house. The issue with a high point on a water line is that there is a potential for air in the water line to cause Kandy's water heater to burn out in which case replacement responsibility would be on either the Beulah Water District or our District. To avoid this possible situation, an air relief valve can be installed. Beulah

Water and our District will split the cost for the new air relief valve to avoid any potential risk. Kandy's landscaping did need to be removed for water line construction, but it was promptly replaced and people say it looks better than it did before it was removed. Bryan will talk to Kandy as soon as possible to let her know about the landscaping at her house. Bryan does not foresee any issues with Kandy over the landscaping and has before and after photos for review. Next Tuesday the bores for the water line will be started. There are two fire hydrants installed on Central Ave, both have been installed below grade. The bases of the fire hydrants are supposed to be level with the grade, but F&D miscalculated the grade for both of these hydrants. Extensions need to be added to each fire hydrant so they are at grade. The cost of the extensions is \$1,300 for each hydrant.

vi. F&D International – Contract Status Update

F&D still has not produced construction drawings (CD's). The building permit also has not been issued. It is anticipated that when the building permit is issued by Pueblo Regional Building Department and CD's are obtained from F&D, the District will end the project management portion of F&D's contract on both projects. Station project management will be turned over to Whitlock, and water line project management will be turned over to Bryan. F&D will remain as architect/engineer for the new station project.

vii. DOLA Grant

There has been no new news with the recent grant application status. DOLA is currently reviewing the Phase 2 grant application.

viii. USDA Grant

There was nothing to report.

ix. Other Grants

There was nothing to report.

c. Water Line IGA – Resolution 2018-5

At the May 15, 2018 Beulah Water Works (BWW) Board Meeting, the BWW Board approved the proposed Water Line Agreement (IGA) with the proposed change of an annual water usage payment by the District for water usage over 30,000 gallons annually. This is for domestic water usage (sinks, toilets, drinking fountain) at the fire station only, not for filling the fire apparatus. With all issues being resolved, the Board agreed to approve the IGA.

Motion to approve Beulah Fire Protection and Ambulance District Resolution 2018-5, adopting an Intergovernmental Agreement between The Beulah Fire Protection and Ambulance District and The Beulah Water Works District, was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Stephen McLaughlin – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

d. Mitigation Preparedness & Public Education on Flash Flooding

The sirens have been recently ordered and the gates will arrive next week. The siren locations have been modified due to homeowner requests. Pueblo County is requiring surveys and easements on each of the 5 properties identified for siren location. The cost for the survey and filing of the easements is approximately \$900 per property plus a \$700 fee to Pueblo County. The District still has about \$3,000 left from flood funds that could

be used for this project. Bryan will ask Pueblo County to cover the other \$1,500 for the surveys and easements. Bryan also has an inquiry in to Pueblo County about the \$700 fee. Bryan is hoping the District can get a waiver on paying this fee. Installation of this equipment is expected in June or July of this year.

e. 2017 Audit – Update

Bryan sent to Sam Denardo's office the additional info needed for the audit. The audit is still in progress.

f. Station 1 – Appraisal

Bryan has not heard anything from Dan Hanratty on the appraisal for Station 1.

g. Community Wildfire Preparedness Day

Steve prepared a handout for the Overview of the Wildfire Community Preparedness Day that was held at Pueblo Mountain Park on May 5, 2018. It is approximated that 100 people were in attendance for the event. An actual number cannot be obtained because there were about 10-20 people that did not sign in; 77 people actually signed in. There was one person from Custer County, no one from Freemont County and the rest of those in attendance were from Pueblo County. There were 4 tentative \$1,000 mitigation grants awarded. The 50% matching grant awards were tentative pending a signed award letter by the individuals receiving the grant funds. Also, John Grieve was asked to evaluate the properties for suitability. John did determine that all 4 recipients had ample work to be performed. A list of agencies and businesses that were represented at the event can be found on Steve's handout.

h. Pueblo Mountain Park – Prescribed Fire Planning Update

The Plan is still being developed by Steve, Zane Owens, and Kurt Thompson. Once a good draft is compiled, the Plan will be sent to The Nature Conservancy for review. It is anticipated that the first prescribed fire will take place in Pueblo Mountain Park this fall if weather conditions allow.

i. Parting Comments to the Board – Steve Douglas

Steve was glad to be able to build on all the hard work completed by all the previous Fire and Ambulance volunteers and board members. He was glad to be a part of the District for the past 8 years and see the new fire station come to fruition. Steve did compile all the electronic files from his records and provided a list of the files and their organization on the jump drive.

Bryan and the Board Members gave a warm thank you to Steve for all his hard work, time and leadership for the past 8 years.

7. NEW BUSINESS

a. New Board Members – Oath of Office

Oaths of office were administered, in this regular election year to Kim Toman, Bob Thompson and John Levar by President and Chair, Steve Douglas. Bryan will deliver the oaths to Tom Mullans office on Friday, May 25, 2014.

b. Election of Officers to the Board, Board Positions

Motion was made by Kim Toman and seconded by Joni Smith to retain the Board Members in their current positions with John Levar taking on the position of President and Chair of the Board. Motion carried with no objections.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Bob Thompson. Motion carried with no objections.*
Meeting adjourned at 8:07 pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
Final

Attachments

- Agenda
- Beulah Fire Protection and Ambulance District – Income Statement Compared to budget, Jan 1 to April 30, 2018
- Email Communication from Steve Douglas, dated May 23, 2018, 7:16pm, regarding the 2015-004 survey and plat
- Beulah Fire Protection & Ambulance District – Construction Project Financial Summary
- Intergovernmental Agreement Between The Beulah Fire Protection and Ambulance District and The Beulah Water Works District, as signed and entered into by The Beulah Water Works District
- Overview – Wildfire Community Preparedness day: Pueblo Mountain Park, Beulah (May 5, 2018) as prepared by Steve Douglas
- Beulah Fire Protection and Ambulance District E-File Contents: Steve Douglas (May 24, 2018)