

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

November 16, 2017

at 6:30 p.m. at 8334 Sandreed Circle, Parker, Colorado

**ATTENDEES** Directors present: Bill Thomas, Alyssa Kasaris, Linda Dillon, Adam Perez and Steve Wasiecko. Others present: Randy Warren, Luis Tovar, Pat Mulhern and Kelly Conover, Mulhern MRE, Inc.; Carolyn Steffl, Moses, Wittemyer, Harrison, and Woodruff, P.C., Toby Austin with Inverness Properties, and Mr. Al Thompson of 8415 Wheatgrass Circle.

**CONFLICT of INTEREST** Upon motion duly made, seconded and unanimously carried, the statements for the Directors filed with the State of Colorado, Division of Local Governments were ratified.

**THE AGENDA** The Board considered the proposed agenda. In the interest of the public present, the agenda was amended to move items related to the 2018 Budget to follow the public comment section of the agenda. Upon motion duly made, seconded and unanimously carried, the amended agenda was adopted.

**CONSENT AGENDA** The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the meeting held October 19, 2017, authorization for staff to implement disconnect procedures on accounts listed on the delinquent list dated November 13, 2017, and approval of checks numbered 19917 through 19957 listed on the check register.

Upon motion duly made by Director Perez, seconded by Director Dillon and upon vote, unanimously carried, the Consent Agenda was approved.

**PUBLIC COMMENT** Mr. Al Thompson of 8415 Wheatgrass Circle was in attendance.

**PUBLIC HEARING ON 2018 BUDGET** Upon motion duly made, seconded and unanimously carried, the Board opened a public hearing on the 2018 Budget at 6:36pm. Randy Warren reviewed the budget memo provided in the Board packet. Arapahoe County Water and Wastewater Authority passed a 2% increase on sewer charges. The budget assumes a modest increase of 2% on both water and sewer rates in 2018 to be discussed later on in the meeting. Tap fee projections were conservative and Randy discussed a proposed reduction in the mill levy from 19 to 16 which still allows the District to meet bond payments.

Following Board discussion, the Board opened the floor to public comment. There was no public comment. Upon motion duly made by Director Thomas, seconded by Director Perez and upon vote, the Board moved to close the public hearing at 6:47pm.

**CONSIDER RESOLUTION TO ADOPT THE  
2018 BUDGET AND APPROPRIATE SUMS OF MONEY**

Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved the Resolution to Adopt the 2018 Budget and Appropriate the Sums of Money.

The Board further authorized staff to file a certified Budget with the appropriate agencies as required by statute.

**CONSIDER RESOLUTION TO ADOPT THE  
2018 LEVYING GENERAL PROPERTY TAXES**

Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved the Resolution Levying General Property Taxes for 2018.

The Board further authorized staff to file a certified Mill Levy with the appropriate agencies as required by statute.

**DIRECTOR ITEMS**

There were no Director's items for discussion.

**CONSIDER CCAMP 2.1 PARTICIPATION AGREEMENT**

Carolyn Steffl reviewed the agreement and the District's financial commitment in the project. The South Metro Water Supply Authority will manage the project and the consultants and include a fee of 10% on each invoice for the participant's pro rata share for their services. Luis Tovar provided a history of the project. Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the agreement.

**PRELIMINARY RATE REVIEW**

Randy Warren reviewed the memo provided in the board packet regarding 2018 rates. Staff has reviewed the current rates and how they apply to the District customer types; residential, commercial, and multi-family. Staff would like to balance out the cost per 1,000 gallons of water and sewer charged to the customers while keeping the District financially secure. The Board discussed the current rate structure and allocation system. Staff will continue to refine the recommendation for proposal at the January meeting anticipating a public hearing. Staff is recommending a 2% increase in water and sewer service and usage charges and a 2% increase in water and sewer tap fees. There was no Board action at this time.

**MANAGERS REPORT**

Pat Mulhern discussed with the Board the progress with the Joint Water Purification Plant. He presented to the ACWWA Technical Committee the options presented to the Cottonwood Board at the October special meeting. Director Wasiecko asked about using a phased agreement for

ACWWA to participate. Staff was directed to review the District's financial capabilities and schedule a joint Board meeting of Cottonwood and ACWWA in January. Staff will contact the Board with preliminary information and will assess the need for a special board meeting in December.

Luis Tovar reviewed items in the Manager's Report with the Board. He reviewed the findings of the sewer line videos; discussed the results of the Copper and Lead sampling; the bids received on the Crown Point Irrigation Line Extension; and the successful Crown Point Ice Piggings project.

## **ACTION ITEMS**

Luis Tovar reviewed the Action Items.

1. **Weed Mitigation on BTS Property** - Emerald Isle will complete a one-time weed treatment on the property to meet Arapahoe County guidelines for \$4,997. This expense was approved by staff under the Bylaws guidelines for purchases up to \$5,000. Please ratify this expense.
2. **Environmental Services** – ERO Resources will review the impacts to the Preble's Mouse habitat and to wetlands related to the Crown Point Irrigation line project for \$3,500. This expense was approved by staff under the Bylaws guidelines for purchases up to \$5,000. Please ratify this expense.
3. **Snowberry Water Line Security Deposit** - The Town of Parker required the owner of the project to provide the security deposit for work within the Town to ensure completion of the project is to their standards. The deposit amount was \$7,467. This expense was previously approved via email. Please ratify this expense.
4. **JWPP BTS Management** - Mulhern MRE requests additional funds for project management for \$10,000.

## **REPORTS**

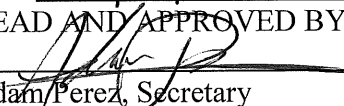
**Hughes & Stuart** – Melanie Goetz provided website analytics for October. She was not present at the meeting but is available to the Board for any questions. She is currently working with a representative from Garden in a Box for a draft contract with the District. There was no Board action.

**Legal Report** – Carolyn Steffl provided a legal report in the Board packet and was available to answer any questions from the Board. There was no Board action necessary.

**Development Report** – A development report was provided in the Board packet. There was no Board action necessary.

**Operations Report** – An operations report was provided in the Board packet. There was no Board action necessary.

**ADJOURNMENT** Upon motion duly made, seconded and unanimously carried the meeting was adjourned. The next meeting is scheduled for December 14, 2017, beginning at 6:00p.m. at 8334 Sandreed Circle.

Date: 12/14/2017  
READ AND APPROVED BY THE BOARD:  
  
Adam Perez, Secretary