

RECORD OF PROCEEDINGS

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

December 15, 2020

at 6:30 p.m. at

This meeting was offered at <https://zoom.us>

Meeting ID: 872 1667 5906 Meeting Passcode: 429284 Phone (346) 248-7799

**ATTENDEES**

Due to the current gathering restrictions, this meeting was held via Zoom Meeting only.

Directors present: Bill Thomas, Linda Dillon, Steve Wasiecko and Josh Stewart all attended via electronic device;

Others present: Randy Warren, Luis Tovar, Toby Austin and Kelly Conover Mulhern MRE, Inc; attended via electronic device;

Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended via electronic device.

**THE AGENDA**

The Board considered the proposed agenda. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, unanimously carried, the agenda was adopted.

**PUBLIC COMMENT**

There was no public present.

**CONSENT AGENDA**

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held November 17, 2020; approval of checks numbered 21580 through 21606 listed on the revised check register provided at the meeting, ratification of auto-payments to Xcel Energy and Century Link, consideration of waiving December disconnects, disclosure of potential conflicts of interest and designation of posting location and set meeting dates for 2021.

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

**CONSIDER RESOLUTION AUTHORIZING STAFF SIGNATURES ON DECEMBER CHECKS**

The Board considered a Resolution authorizing staff to sign the approved checks for the December meeting. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Resolution was unanimously passed.

## **DIRECTOR ITEMS**

Director Dillon informed the Board that Mr. Donald Parrot had a recent family loss. The Board agreed to send a card expressing their condolences.

## **MANAGER'S REPORT**

Luis Tovar reviewed items in the Manager's Report. He discussed the success of the pilot study and the lengthy approval process required by the CDPHE. There is a 4-8 month approval timeline for the chemical polymer proposed. Carolyn addressed the 2<sup>nd</sup> Amendment to the Design-Build Contract approved at the last meeting and discussed revisions for approval. The 2<sup>nd</sup> Amendment will only include the extension of the startup period to continue through final acceptance of the project. A 3<sup>rd</sup> Amendment is in process to address further items including separation of the warranty items between the BTS and the in-building improvements.

Luis discussed the change order proposed for the Well D1-RR Redrill. The negotiations with Hydro Resources resulted in a credit of \$290,000 to the cost of the first well. The second well is proposed at \$568,230. Staff will work on a notification to Cottonwood neighbors to update them on the project.

Luis and Randy presented the results of the meter replacement project, comparing and contrasting the bids from 6 companies. Staff recommends using Badger. Following Board discussion, staff was directed to engage with Badger to prepare the contract documents for the AMI System implementation with Badger for Board approval at the January 2021 meeting. Staff to also present the contract for the meter and end point installation, separate from Badger's contract, for Board approval at the January 2021 meeting.

## **ACTION ITEMS**

The Board considered the following action items for approval:

1. 2021 District Management – Mulhern MRE;
  - a. Management - \$171,000
  - b. Accounting/Billing/Customer Service - \$144,000
2. 2021 JWPP Start-up Management – Mulhern MRE; \$20,000
3. 2021 District Operations – Inverness Water; \$180,000
4. 2020 Financial Audit – Logan & Associates; \$5,800
5. On-Call Emergency Repairs – C&L Water Solutions; T&M
6. 2021 Landscape Maintenance – Baird Solutions;
  - a. District facilities - \$975 monthly
  - b. Maintain/Mow Open field - \$595 per mow
7. 2020-2021 Snow Removal – Baird Solutions; T&M
8. JWPP-BTS Discharge Analysis – ACCWA shared costs; \$7,500

9. Well D1-RR Re-drill Project – Hydro Resources Change Order #3;  
\$568,230

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the above action items.

Following Board discussion and upon motion by Director Thomas, duly seconded by Director Dillon and upon vote, the Board unanimously approved the revised 2<sup>nd</sup> Amendment to the Design-Build Contract extending the startup period as presented by Carolyn.

## REPORTS

*Legal Report* – Carolyn continues to work with staff on the JWPP Design Build Agreement Amendments. The Board was provided a confidential memo on trash services and recommended that the January meeting provide for an executive session discussion on the topic.

**ADJOURNMENT** Upon motion duly made, seconded and unanimously carried the meeting was adjourned at 8:05 p.m. The next regular meeting is scheduled for January 19, 2021 beginning at 6:30 p.m. to be held at the District Management Office at 188 Inverness Drive West, Suite 150, Englewood, CO or via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: January 19, 2020  
William C Thomas, acting