

RECORD OF PROCEEDINGS

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

March 16, 2017

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

ATTENDEES Directors present: Bill Thomas, Alyssa Kasaris, 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.; Melanie Goetz, Hughes & Stuart. Upon motion duly made, and seconded, the Board unanimously excused Directors Perez and Romani.

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. Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the agenda.

CONSENT AGENDA The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held February 16, 2017, approval of checks numbered 19518 through 19555 listed on the check register provided in the Board packet, auto-payment to Excel Energy in the amount of \$93.76, authorization for staff to implement disconnection procedures on accounts listed on the delinquent list dated March 10, 2017, ratification of the corrected check register from February 16, 2017 for checks numbered 19467 through 19500 and 19507 through 19515, and ratification of Director payments on February 22, 2017. Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the Consent Agenda.

DIRECTOR ITEMS There were no Director's items.

PUBLIC COMMENT There was no public present.

CONSIDER FIRST AMENDMENT TO THE JWPP OPERATION AGREEMENT Pat Mulhern provided an update to the Board on staff negotiations with ACWWA and a FINAL draft was included for Board review. The Arapahoe County Water and Wastewater Public Improvement District ("PID") has been asked to review and provide input on the amendment at their meeting on Monday. Carolyn Steffl reviewed major points of the amendment. Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved the Amendment in substantially the form presented at the meeting with

finalization of language acceptable to legal counsel pending PID comments.

**CONSIDER EASEMENT AGREEMENT FOR THE
HIGHLANDS BOOSTER PUMP STATION**

Randy Warren reviewed the easement with Parkwood East, LLC as landowners of Lot 1. This easement would provide the District the authority to sign contracts to begin construction of the Booster Pump Station. The process for the re-plat through the Town of Parker will take approximately 30-60 days and the District would like to move forward with the contractor on site. Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the easement.

**CONSIDER EASEMENT WITH
STRATUS CROWN POINT FOR POTABLE LOOP**

Luis Tovar reviewed the easement with the Board. This easement is needed for the potable loop design proposed by staff to service the Crown Point area.

Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the easement

**CONSIDER HYDRANT EASEMENT
AGREEMENT FOR RAISIN' CANE'S**

Luis Tovar reviewed the easement required for conveyance of the hydrant to the District for exercising and maintenance. Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved the easement

**CONSIDER RESOLUTION TO APPROVE AMENDMENT TO BYLAWS
ESTABLISHING STANDARDS OF CONDUCT FOR PERSONS ENGAGED IN THE
SELECTION, AWARD AND ADMINISTRATION OF CONTRACTS SUPPORTED BY
FEDERAL AWARD**

Carolyn Steffl reviewed the provision of the USBR Grant Agreement that requires the Board to pass a resolution establishing standards of conduct for selection of contractor and administration of the contract. Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved the Resolution.

MANAGER'S REPORT

Luis Tovar reviewed the items in the Manager's Report and addressed questions from the Board. The Board considered the request of Mr. Jacobs on Yellow Rose Way for reimbursement of services to repair a water line break in his home. The Board would like staff to follow up with Mr. Jacobs and the plumber who performed the work to discuss the effects of previous line maintenance, the District's maximum system pressure and the multiple phone calls not being returned. Staff will provide a response letter to that effect.

ACTION ITEMS

Luis Tovar reviewed the action items listed for approval as detailed below:

- A. Test Monitoring Well for DD-3 – HRS will provide an alluvium analysis and test pit to relocated well DD-3 for irrigation to Crown Point for \$4,800
- B. WISE Local Connection – Mulhern provided construction services to bid each component of the connection for cost efficiency. The initial budget was exceeded due to the time required to evaluate and separate both the SCADA and electrical component of the project. Mulhern requests an additional \$5,000 to cover staff time.
- C. Ice Piggng Project Management – Staff spent significant time planning and providing on-site engineering with the contractor to ensure the project success. Mulhern would like to request additional funds in the amount of \$16,000 for staff time and material spent in excess of the initial contract and for review and assessment of the draft report from the contractor.
- D. Highlands Booster Pump Station – Mulhern will provide construction oversight services during construction to include plan and site approval assistance, oversight of contractors, and engineering and administrative support not to exceed \$40,000.
- E. Water Quality Investigation – Mulhern proposes to work with CH2 in support of the water quality improvements in the District on a time and material basis not to exceed \$20,000
- F. WISE Water Dechloramination – Purchase of equipment for project success; 3 chlorine analyzers - \$35,271, chemical feed pump - \$2,500, 2- ¾” taps in manholes for the analyzers - \$16,000
- G. Water Line Repair – Eyebright Court had a water line break in the landscaping bed. The lowest bid to repair was from Levi Construction for \$9,500.
- H. Hydrant Repair – Ratification of costs from C&L Water Solutions to repair a hydrant for \$2,210

Upon motion duly made by Director Wasiecko, seconded by Director Thomas, and upon vote, the Board unanimously approved the above expenditures in the amount of \$151,281. A proposal from Inverness Properties related to the well house modifications for chemical storage was not provided prior to the meeting and will be reviewed at the April meeting for consideration.

REPORTS

Hughes & Stuart – Melanie Goetz reviewed public relations with the Board. She provided a handout on frequently asked questions related to copper and lead that she would like to post on the website.

Legal Report – Carolyn Steffl reviewed the legal report with the Board.

EXECUTIVE SESSION

There was no executive session needed.

ADJOURNMENT Upon motion duly made, seconded and unanimously carried the meeting was adjourned at 7:40pm. The next regular meeting is scheduled for April 20, 2017, beginning at 6:30p.m. to be held at 8334 Sandreed Circle, Parker, CO 80134

Date: 4/20/2017

READ AND APPROVED BY THE BOARD:


