

RECORD OF PROCEEDINGS

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

February 15, 2018

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

**ATTENDEES**

Directors present: Bill Thomas, Alyssa Kasaris, Linda Dillon and Steve Wasiecko. Others present: Randy Warren, Luis Tovar, Pat Mulhern and Kelly Conover, Mulhern MRE, Inc.; Carolyn Steffl and John Peckler, Moses, Wittemyer, Harrison, and Woodruff, P.C.; Melanie Goetz, Hughes & Stuart.

Upon motion duly made, seconded and upon vote, the Board unanimously excused Director Perez.

**THE AGENDA**

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

**CONSENT AGENDA**

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held January 18, 2018, authorization for staff to implement disconnect procedures on accounts listed on the delinquent list dated February 13, 2018, approval of checks numbered 20055 through 20092 listed on the check register, and disclosure of potential conflicts of interest.

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

**DIRECTOR ITEMS**

Carolyn Steffl drafted a Board Resolution regarding use of the District Meeting House. The Board reviewed the Resolution and requested a revision to include detailing a fee related to having a District representative present during use if a Board member is not able to attend.

**PUBLIC COMMENT**

There was no public present.

**JWPP UPDATE**

Pat Mulhern reviewed the progress of the JWPP proposal for funding presented to ACWWA at their board meeting on Wednesday. The ACWWA Board agreed to pay 50% of the Preconstruction Phase Costs to develop a Guaranteed Maximum Price in the amount of \$187,500. Further discussion was held under executive session as advised by Counsel.

**MANAGERS REPORT**

Luis Tovar reviewed the items in the Manager's Report. The Snowberry water line is complete. The pilot study for iron and manganese is underway. Staff met with the homeowner on Wildrye to assess their lead and copper testing results. Staff provided comparative results of

neighboring homes. The Homeowner was comfortable with their test results and the follow up from the District. The home has a filtration system that does not allow them to provide a reliable sample and the District will move the sample site. Staff is working with contractors on the Crown Point Non Potable Line as well as the Potable Loop as a redundant supply to the Crown Point area. Bids were received today for the Well D3 Motor. Well DD7 rehabilitation costs were requested and staff is waiting on a 3<sup>rd</sup> contractor bid. The 2 wells that supply the JWPP are experiencing a decline in production as well. Staff requested costs for cleaning and videoing of those wells for consideration noted in the action items.

## **ACTION ITEMS**

Luis Tovar reviewed the Action Items.

1. **Well Equipment-HACH Analyzer Maintenance Plan-** a bi-annual maintenance plan for the 14 analyzers the District uses to track water quality for **\$14,282**.
2. **Construction Oversight-Mulhern MRE-** MMRE will provide contractor oversight during construction for the Crown Point Potable Loop Connection for **\$5,000**
3. **Well D3 Motor** – Motor has failed and staff recommends a full replacement of the motor for **\$43,700**
4. **Well DD7 Rehab** – Staff would like to initiate improvements to the well prior to irrigation season. Bids were requested.
5. **Wells DD4 & DD1** – The wells that supply the JWPP are slowing in production. The District received a bid to pull the equipment, video the wells, and clean the screens for **\$18,230**

Following Board discussion, Item 4 – Well DD7 Rehab, will be reconsidered once 3 formal bids are received. Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board approved items 1, 2, 3 and 5 in the amount of \$81,212.

## **REPORTS**

**Hughes & Stuart** – Melanie Goetz reviewed the brochure on the Garden in a Box program. There was no Board action.

**Financial Report** – Randy Warren reviewed the preliminary financial statements through December 31, 2017. There was no Board action.

**Operations Report** – Randy Warren reviewed the operations report. Director Wasiecko discussed the Beacon automated system which provides individual home consumption based on set parameters for leak detection and other features. There was no Board action.

**Development Report** – Randy Warren reviewed the development report.

**Legal Report** – Carolyn Steffl introduced John Peckler, an associate with her firm that will be assisting with the District.

## EXECUTIVE SESSION

At 7:28pm, upon motion duly made by Director Thomas, seconded by Director Dillon, the Board unanimously moved into an executive session pursuant to C.R.S. 24-6-402(4)(b) & (e) for the purposes of conference with the attorney for the District for the purpose of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators related to the proposed reconversion of the JWPP and contracts and negotiations with ACWWA related thereto.

The Board moved out of the executive session at 7:58pm and requested staff schedule a special meeting on March 5<sup>th</sup> at 6pm to consider awarding the contract for the JWPP Reconversion project to CH2M.

## ADJOURNMENT

Upon motion duly made, seconded and unanimously carried the meeting was adjourned. A special meeting is scheduled for Monday, March 5, 2018 beginning at 6:00pm at 8334 Sandreed Circle. The next regular meeting is scheduled for March 15, 2018, beginning at 6:30p.m. at 8334 Sandreed Circle.

Date: March 15, 2018  
READ AND APPROVED BY THE BOARD:

