

RECORD OF PROCEEDINGS

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

August 17, 2021

at 6:30 p.m. at 8334 Sandreed Circle, Parker, CO 80134

ATTENDEES

Directors present: Bill Thomas, Josh Stewart and Linda Dillon attended in person.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; and Carolyn Steffl; Dietze and Davis, P.C. attended in person.

Public Present: Judy Lavell of 8731 Wildrye Circle, Parker

THE AGENDA

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held July 20, 2021; approval of checks numbered 21865 through 21904 listed on the revised check register provided at the meeting; ratification of auto-payments to Xcel Energy, Century Link, Payroll Specialists and US Bank for the 2006B Bond Payment; authorization of disconnect list dated August 13, 2021; and disclosure of potential conflicts of interest.

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

DIRECTOR ITEMS

- A. The Interview Committee of Luis Tovar, Linda Dillon and Bill Thomas, provided a recommendation to the Board to appoint Ms. Judy Lavell to the position left vacant by the resignation of Mr. Nathan Bandaries. Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board supported the nomination and completed the notice of appointment.
- B. Ms. Lavell was present and accepted the nomination. Director Thomas administered the Oath of Office. Staff emailed Douglas County Recorder the notice of appointment and oath of office.
- C. Upon motion duly made, seconded and upon vote, the Board unanimously opened the floor for nomination of officers. Director Thomas nominated Director Stewart for the position of Vice President. Director Stewart accepted the nomination. Director Thomas nominated

Director Dillon for the position of President. Director Dillon accepted the nomination. Director Dillon nominated Director Thomas for the position of Secretary/Treasurer. Director Thomas accepted the nomination. Upon motion duly made, seconded and upon vote, the Board unanimously accepted the slate of officers.

- D. Director Wasiecko provided a letter of resignation to the Board and management via email. A Resolution of Service was provided and read aloud by Director Thomas. Upon motion duly made by Director Thomas, seconded by Director Stewart, and upon vote, the Board unanimously adopted the Resolution.

DISCUSSION OF TRASH SERVICES

Carolyn Steffl provided an update on the legal notice provided to the County Commissioners. The 45-day Notice of Intent deadline was August 16, 2021. There were no lawsuits filed therefore the District is able to proceed with solid waste services without a material modification proceeding.

The Board informed Director Lavell of the steps taken to date regarding trash services and addressed her questions.

Luis Tovar suggested that at this time, the Board consider focusing efforts on funding of future capital project and forming a Citizen's Committee in order to meet deadlines for the next election cycle in May 2022. Director Dillon suggested that she wanted to see how the Citizen's Committee works out related to financial issues and possibly implement the committee structure to address the trash service at a later date. Following discussion the Board agreed on the strategy.

MANAGER'S REPORT

Luis reviewed the Manager's Report dated August 17, 2021. Luis updated the Board on the proposal provided by Jacobs to amend the JWPP Design-Build contract to use the BTS to treat for selenium and sulfides only and send the brine to the LTCWRF for treatment. District and ACWWA staff intend to provide a counter offer following the conclusion of the LTCWRF Verification Study at the end of the month and provide further understanding.

Luis discussed the proposed SCADA System upgrade that has been triggered related to the implementation of the ASR Programs at the wells. Staff recommends that the District maintain their independent SCADA System with the necessary upgrades managed by Inverness Operations.

Luis discussed the plan to review and circulate information on the funding options for capital projects and renewable water supply. Staff has met with Mr. Coffin to discuss strategies for the election. Mr. Coffin provided a proposal for his services for consideration.

Luis discussed the partnership with Stonegate Village Metro District on water supply and storage. Luis asked for authorization to work with legal counsel to draft the key terms of an agreement. Following Board discussion the Board provided direction to move forward with drafting an IGA.

Luis addressed the staff efforts regarding the billing software and online integration. Staff addressed Board questions. The Board also asked about security measures employed by each entity. Staff will have more details on their questions at the next meeting.

ACTION ITEMS

The Board considered the below action items for approval;

1. SCADA System Replacement Upgrade – Ignition Systems for \$34,000.
2. Public Relations Strategical Services – Coffin Strategies for \$40,000

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board unanimously approved the above expenditures, for **Total Amount Requested: \$ 74,000**

REPORTS

Dashboard – Toby Austin reviewed the Dashboard comparing use monthly and year to date. He was available to answer Board questions. Precipitation totals are still behind YTD. He also noted the JWPP was able to deliver the 3MGD to the District.

Financial Report – Revenues are up slightly related to the 2020 YTD totals. Operation expenses show the 2020 WISE expenses were more than 2021 YTD due to the JWPP supply is increasing.

Legal Report – Carolyn Steffl addressed the new board vacancy. There are no further items for discussion. There are no executive sessions needed.

EXECUTIVE SESSION

The District is waiting on further information from Jacobs related to their contract modifications and there is no executive session needed at this time.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for September 21, 2021 beginning at 6:30 p.m. to be held at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: September 21, 2021


