

RECORD OF PROCEEDINGS

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

December 14, 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 RISE Properties.

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, seconded 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 meetings held November 16, 2017, authorization for staff to implement disconnect procedures on accounts listed on the delinquent list dated December 12, 2017, approval of checks numbered 19958 through 20001 listed on the check register and the designation of posting locations and set meeting dates for 2018. Following Board discussion, the Board moved to waive disconnect procedures and provide a grace period for December.

Upon motion duly made by Director Wasiecko, seconded by Director Dillon and upon vote, the Board unanimously approved the Consent Agenda as amended above.

PUBLIC COMMENT There was no public present.

DIRECTOR ITEMS There were no Director's Items for discussion.

JWPP STATUS Item was discussed under executive session.

MANAGERS REPORT Luis Tovar reviewed items in the Manager's Report with the Board. He reviewed the Snowberry Water Line Replacement project currently underway. The bore collapsed on the pipeline during installation and the pipe was abandoned. A second bore will be completed and the Contractor requests that the District consider splitting costs for the purchase of additional pipeline to replace the portion abandoned.

Following discussion, the Board requested the cost of replacement and formal request from the contractor for consideration. The Board would also like staff to investigate the cause of the collapse, if possible.

ACTION ITEMS

Luis Tovar reviewed the Action Items.

1. **Snowberry Water Line Replacement** – The contractor asked if the District would consider a cost split of pipeline replacement costs. The estimated cost is approximately \$20,000.
2. **2018 District Management** – Mulhern MRE proposes to provide management, accounting, and billing and customer service for 2018 under the same scope provided in 2017. Requested contract amount - **\$255,000**
3. **2018 District Development Review and Oversight** – Mulhern MRE proposes a renewal of oversight and coordination of the ongoing development as the District representative. Requested contract amount - **\$35,000**
4. **2018 Landscape Contract** – Baird Grounds Maintenance has been providing landscaping services to the District owned properties in 2017. The proposal is to continue those services under the same monthly rate with a periodic mowing of the vacant field on an as needed basis. Requested amount - **\$925/month and \$585/vacant field mowing**
5. **2018 Snow Removal Contract** – Baird Grounds Maintenance has provided snow removal services on a time and materials basis on District owned properties in 2017. He requests a contract renewal for 2018 for the same terms and hourly costs.
6. **2018 District Operations Contract** – Inverness Water and Sanitation District requests a renewal of the operations contract for 2018 with the same scope of services with an increase in the contracted rate. Requested annual amount - **\$160,000**
7. **2018 Emergency Utility Services Contract** – C&L Water Solutions has provided emergency repair services to the District on a time and materials basis. They request a contract renewal for 2018.
8. **Crown Point Non Potable Irrigation Line Extension** – Mulhern MRE proposes to design and bid the project for \$21,000 and complete construction management and observation for \$13,000. Total contract requested - **\$34,000**

Following Board discussion, Item #1 was removed from consideration until a formal request is received as noted above. Upon motion duly made by Director Wasiecko, seconded by Director Thomas and upon vote, the Board unanimously approved contract items #2 – 7 with the addition of #8 not included in the Board packet.

REPORTS

The reports were provided in the Board packet. Staff was available for questions. There was no Board action needed.

EXECUTIVE SESSION

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board moved into executive session pursuant to C.R.S. 24-6-402 (4)(b) & (e) for purposes of conference with an 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.

Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board moved out of executive session at 6:01pm. The Board instructed staff to proceed with review of a design alternative for the JWPP as discussed.

ADJOURNMENT Upon motion duly made, seconded and unanimously carried the meeting was adjourned at 6:04pm. The next regular meeting is scheduled for January 18, 2018, beginning at 6:30p.m. at 8334 Sandreed Circle.

Date: 1/18/2018
READ AND APPROVED BY THE BOARD:

Adam Perez, Secretary