

RECORD OF PROCEEDINGS

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

January 18, 2024

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Ron Hilton, Steve McCulloch, and Judy Lavell.

Others present: Luis Tovar, Laurie Tatlock, Becca Haines, Genevieve Love; Mulhern MRE, Inc; and Carolyn Steffl, Dietze and Davis, P.C.

THE AGENDA

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

PUBLIC COMMENT

There were no members of the public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included;

- Approval of the minutes from the meeting held December 14, 2023;
- Approval of Disconnect List dated January 10, 2024;
- Approval of checks numbered 22896-22935, listed on the check register;
 - Transfer Payment of Colorado Water Conservation Board Note A Debt Service in the amount of \$19,478.13
 - ACH payment to Century Link on 1/5/2024 for \$184.34;
 - ACH payment to Path Point Merchant Services on 1/2/2024 for \$7,175.78;
 - ACH payments to Payroll Specialists on 12/21/2023 for \$630.16 – Director Payroll;
 - ACH payment to Xcel Energy on 12/26/2023 for \$93.68 and on 12/27/2023 for \$58.85;
 - ACH payment to Xpress Bill Pay on 1/5/2024 for \$1,205.27;

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board approved the consent agenda as presented.

FINANCIAL STATEMENTS

Genevieve Love reviewed the financial statements and addressed Board questions.

DIRECTOR ITEMS

Director Dillon brought the idea for a Little Free Library to be installed by the meeting house and community garden to the Board. It would be purchased, installed, and managed by a member of the Cottonwood community. Director Thomas moved to spend \$300 toward the purchase and installation of the Little Free Library, seconded by Director Lavell, and upon vote, the motion was unanimously passed.

Director McCulloch discussed wetland construction and how they might be utilized in the District. Luis addressed Board questions on wetland treatment feasibility.

Director McCulloch reviewed the meeting he and Luis had with Cory Reppenhagen to tour the JWPP and Cottonwood District. Carolyn Steffl and Luis Tovar addressed Board questions on water rights.

Director Thomas discussed waterwise turf replacement landscaping to be done at individual houses within the district in exchange for rebate or discount. The Board discussed next steps to take for the program starting at the February meeting.

MANAGER'S REPORT

Luis Tovar discussed items in the Manager's Report and addressed Board questions.

ACTION ITEMS

Luis Tovar reviewed the Action Items below for Board consideration;

A. ADG Billing Software - \$40,400

- Inverness Water & Sanitation District will contribute \$13,403

Upon motion duly made by Director Thomas, seconded by Director Hilton and upon vote, the action item listed above in the total amount of \$40,400 was approved by the Board.

REPORTS

Dashboard – Luis Tovar reviewed the dashboard with the Board and addressed Board questions.

Legal Report – Carolyn Steffl provided a legal report for the Board.

EXECUTIVE SESSION

At 8:32pm, upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board unanimously moved to open an executive session pursuant to C.R.S. Sec. 24-6-402(4)(b) and (4)(e), for conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions and for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations and instructing negotiators relating to the Cottonwood Water and Sanitation District's Crown Point Booster Pump Station utility easements within Bryant Parcel.

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, unanimously carried, the Executive Session was closed at 9:01pm.

ADJOURNMENT

Upon motion duly made by Director Thomas seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 9:03 p.m.

The next regular meeting of the Board is scheduled for Thursday, February 15, 2024 beginning at 6:30 p.m. at the at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

RECORD OF PROCEEDINGS

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

HELD: January 19, 2024 at 6:00 pm
Venice Ristorante & Wine Bar
5946 South Holly Street
Greenwood Village, CO 80111

ATTENDEES

Directors present:

Linda Dillon, Judy Lavell, Steven McCulloch and William Thomas.

Others present:

Luis Tovar, Laurie Tatlock, Mulhern MRE, Inc.; Carolyn Steffl, Dietze and Davis, P.C, and guests; John Tatlock, Joanne McLaine, Lynn McCulloch, Kim O'Day, and Pat and Peg Mulhern.

**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.

COTTONWOOD DINNER

There were no Board actions.

ADJOURNMENT

There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for Thursday, February 15, 2024, at 6:30 p.m. at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

William Thomas, Secretary

RECORD OF PROCEEDINGS

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

January 25, 2024

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Ron Hilton, Steve McCulloch, and Judy Lavell attended.

Others present: Luis Tovar, Becca Haines; Mulhern MRE, Inc; Carolyn Steffl, Dietze and Davis, P.C.; and Richard Mehren, Moses, Wittemyer, Harrison and Woodruff, P.C.

THE AGENDA

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

PUBLIC COMMENT

There were no members of the public present.

CHAMBERS RESERVOIR OPERATION AGREEMENT

Luis Tovar reviewed the Chambers Reservoir operation agreement.

EXECUTIVE SESSION

At 10:10 a.m., upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board unanimously moved to open an executive session pursuant to C.R.S. Sec. 24-6-402(4)(b) and (4)(e), for conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions and for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations and instructing negotiators relating to the Chambers Reservoir Operations Agreement.

The session was recorded.

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon unanimous vote, the Board closed the executive session at 11:20 a.m.

ADJOURNMENT

Upon motion duly made by Director Thomas seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 11:29 a.m.

The next regular meeting of the Board is scheduled for Thursday, February 15, 2024 beginning at 6:30 p.m. at the at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

RECORD OF PROCEEDINGS

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

February 15, 2024

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Steve McCulloch, and Judy Lavell. Ron Hilton attended via electronic device.

Others present: Luis Tovar, Laurie Tatlock, Becca Haines, Genevieve Love; Mulhern MRE, Inc; and Carolyn Steffl, Dietze and Davis, P.C.

THE AGENDA

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

PUBLIC COMMENT

There were no members of the public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included;

- Approval of the minutes from the meetings held January 18, 2024, January 19, 2024 and January 25, 2024;
- Approval of Disconnect List dated February 8, 2024;
- Approval of checks numbered 22937-22968, listed on the check register;
 - ACH payment to Century Link on 2/5/2024 for \$184.41;
 - ACH payment to Path Point Merchant Services on 2/2/2024 for \$4,913.11;
 - ACH payments to Payroll Specialists on 1/29/2024 for \$441.75, \$97.50 and \$199.06 – Director Payroll;
 - ACH payment to Xcel Energy on 1/29/2024 for \$121.96 and on 1/30/2024 for \$58.86;
 - ACH payment to Xpress Bill Pay on 2/5/2024 for \$1,349.38; and
 - Wire payment for the 2006B Debt Service for \$351,184.51

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board approved the consent agenda as presented.

JANUARY FINANCIAL STATEMENTS

Genevieve Love reviewed the financial statements and addressed Board questions.

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board approved the January financial statements as presented.

2022 FINANCIAL AUDIT

Genevieve Love and Luis Tovar reviewed the 2022 Financial Audit and addressed Board questions.

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board accepted the 2022 Financial Audit with the caveat that a paragraph be included regarding debt authorization.

DIRECTOR ITEMS

Director Thomas requested that director’s items be kept to seven minutes. Discussions taking longer should be moved to another meeting to allow Directors time to think and research the subject.

Director Lavell discussed marketing turf replacement using the website, newsletter, and Facebook. While the District does not currently offer a turf replacement rebate, it is something that may potentially be discussed in the future.

Kelly Conover provided administrative service to the District from 2009 to 2023. A Resolution of Service was provided. Director Thomas had some additions to include. Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board unanimously adopted the Resolution on condition of the additions.

CCCPWA Update

Luis Tovar gave an update on the CCCPWA to the Board and addressed questions.

MANAGER’S REPORT

Luis Tovar discussed items in the Manager’s Report and addressed Board questions.

REPORTS

Dashboard – Luis Tovar reviewed the dashboard with the Board.

ADJOURNMENT

Upon motion duly made by Director Dillon seconded by Director Lavell and upon vote, unanimously carried, the meeting was adjourned at 9:02 p.m.

The next regular meeting of the Board is scheduled for Thursday, March 21, 2024 beginning at 6:30 p.m. at the at the Joint Water Purification Plant, 8051 South Jordan Road, Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

RECORD OF PROCEEDINGS

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

March 21, 2024

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Ron Hilton, Steve McCulloch, and Judy Lavell.

Others present: Luis Tovar, Becca Haines, Laurie Tatlock, Enika Stasko, Mulhern MRE, Inc; and Carolyn Steffl, Dietze and Davis, P.C.

THE AGENDA

The Board considered the proposed agenda. Luis Tovar asked for one change to the agenda, and that is to correct the meeting location for the April 18, 2024 meeting from “Joint Water Purification Plant” to “District Meeting House” in the Adjournment section (X). Laurie Tatlock requested a consent agenda item to authorize Cottonwood Highlands Metro District to use the meeting house. Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon unanimous vote, the amended agenda was adopted.

PUBLIC COMMENT

There were no members of the public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included;

- Approval of the minutes from the meeting held February 15, 2024;
- Approval of Disconnect List dated March 8, 2024;
- Approval of checks numbered 22969-23003, listed on the check register;
 - ACH payment to Century Link on 3/5/2024 for \$186.51;
 - ACH payment to Path Point Merchant Services on 3/4/2024 for \$4,807.74;
 - ACH payments to Payroll Specialists on 2/20/2024 for \$1,169.41 – Director Payroll;
 - ACH payment to Xcel Energy on 2/28/2024 for \$120.71 and on 2/29/2024 for \$58.93;
 - ACH payment to Xpress Bill Pay on 1/5/2024 for \$1,248.92; and
- Approval of CHMD#1 use of meeting house quarterly for in-person Board Meetings.

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board approved the consent agenda as presented.

FINANCIAL STATEMENTS

Enika Stasko and Luis Tovar reviewed the financial statements with the Board and addressed Board questions.

LTCWRF WASTEWATER CAPACITY UPDATE

Luis Tovar updated the Board on the Lone Tree Creek Water Reuse Facility (LTCWRF) wastewater capacity and addressed Board questions.

MANAGER’S REPORT

Luis Tovar discussed items in the Manager’s Report and addressed Board questions.

Director Thomas proposed the sum of \$1500-6500 for the non-refundable deposit for the Slow the Flow second by Director Dillon

REPORTS

Dashboard – Luis Tovar reviewed the dashboard with the Board and addressed Board questions.

Legal Report – Carolyn Steffl provided a legal report for the Board and addressed Board questions.

DIRECTOR ITEMS

There were no additional Director items to discuss.

ADJOURNMENT

Upon motion duly made by Director Thomas seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 8:10 p.m.

The next regular meeting of the Board is scheduled for Thursday, April 18, 2024, beginning at the hour of 6:30 pm at the District Meeting House, 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

RECORD OF PROCEEDINGS

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

April 2, 2024

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Ron Hilton, Steve McCulloch, and Judy Lavell.

Others present: Luis Tovar, Becca Haines; Mulhern MRE, Inc; and Carolyn Steffl, Dietze and Davis, P.C.

THE AGENDA

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

PUBLIC COMMENT

There were no members of the public present.

DROUGHT SUPPLY OPTIONS & CHERRY CREEK PROJECT UPDATE

Luis Tovar presented the current drought supply options to the Board and addressed Board questions, followed by an update on the Cherry Creek Project.

ADJOURNMENT

Upon motion duly made by Director Thomas seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 05:45 p.m.

The next regular meeting of the Board is scheduled for Thursday, April 18, 2024 beginning at 6:30 p.m. at the at the District Meeting House, 8334 Sandreed Cir, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: _____
