

RECORD OF PROCEEDINGS

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

HELD: February 1, 2017 at 3:00pm
at
2 Inverness Drive East, Suite 200
Englewood, CO 80112

ATTENDEES Directors present: Bart Spaulding, Joel Christensen, Charlie Davis, and Brett Stone. Others present: Clay Boelz and Brian Wilkerson; Inverness Properties, Randy Warren, Luis Tovar and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C. Upon motion duly made and seconded, the Board unanimously excused Director Morton.

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.

PUBLIC COMMENT
There was no public present.

AGENDA The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the December 7, 2016 meeting. Upon motion duly made by Director Christensen, seconded by Director Stone and unanimously carried, the Board approved the minutes.

Randy Warren reviewed the expenditures with the Board dated December 5, 2016 through January 23, 2017. Following Board discussion and upon motion duly made by Director Stone, seconded by Director Christensen and upon vote, unanimously carried, the Board ratified the expenditures as presented.

Randy Warren provided a review of the Financial Statements and Investments as of December 31, 2016. Following Board discussion and upon motion duly made by Director Christensen, seconded by Director Davis and upon vote, unanimously carried, the Board accepted the financial statements and investments.

PROJECT UPDATES
Luis Tovar reviewed the project update memos provided in the board packet related to the WISE local connection, the District water quality, the

chloramine conversion project, the underground storage tanks, the aquifer storage recovery, and the sewer line realignment near buildings 56 and 58.

Luis discussed a possibility of the District completing a water audit through CH2. The current contract with CH2 has some remaining funds, and a proposal for \$17,000 for a water auditor specialist to review information and provide a recommendation would be an amendment to the current contract with no change in costs. The Board asked about the brown water complaints at Vallagio, Capstone, and Elevation apartments following the ice scouring. There was a change in well operations to use only 2 of the lowest mineral content wells to help mitigate the issue until the sequestration and chloramination projects are complete. Staff anticipates that these projects will also contribute to improving the District water quality.

CONTRACTS

Randy Warren reviewed the Contracts as listed and detailed below:

1. **Chloramine Conversion Change Order** – HDR has provided a proposal to complete a hydraulic modeling of the system to evaluate water age and disinfectant decay rates in the distribution system for **\$7,878**.
2. **WISE Change Order** –
 - a. **Electrical Conduit** – American West has completed 2 electrical conduit bores under Liberty Blvd to connect electrical service to the WISE vault. Staff is asking to have **\$6,177** in expenses ratified at the meeting.
 - b. **Blow-off assembly** - American West was asked to add a blow-off assembly to allow the WISE Authority operations staff to completely empty the line during inactivity for **\$8,885**. Staff requests ratifying this expense.
3. **WISE SCADA Connection** – AmWest was the lowest bidder from the public bid process to provide SCADA operations related to the Inverness Water controls. The proposal is for **\$66,000**. Staff recommends approval of this contract.
4. **WISE Electrical Connection** – Following staff cost evaluations, Cross Diamond Electric will provide the electrical connection for the WISE vault. The proposal is for **\$25,500**. Staff recommends approval of this contract.

Upon motion duly made by Director Davis, seconded by Director Christensen and upon vote, unanimously carried, the Board approved the contracts above.

EXECUTIVE SESSION

Upon motion duly made, seconded and approved, the Board moved into executive session pursuant to C.R.S. Section 24-6-402(4)(b) for a conference with the attorney for the District for the purpose of receiving

legal advice on specific legal questions related to CSM Park Meadows, LLC's request for reimbursement. The session was recorded.

Upon motion duly made, the Board moved out of executive session.

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 April 5, 2017 at 3:00 at District offices at 2 Inverness Drive East, Suite 200 Englewood, CO.

Date: _____
READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: April 5, 2017 at 3:00pm
at
2 Inverness Drive East, Suite 200
Englewood, CO 80112

ATTENDEES Directors present: Joel Christensen, Charlie Davis, Tom Morton and Brett Stone. Others present: Clay Boelz and Brian Wilkerson; Inverness Properties, Randy Warren, Luis Tovar and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C. Upon motion duly made, seconded and unanimously carried, the Board excused Director Spaulding.

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.

PUBLIC COMMENT
There was no public present.

AGENDA The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the February 1, 2017 meeting. Upon motion duly made by Director Davis, seconded by Director Stone and unanimously carried, the Board approved the minutes.

Randy Warren reviewed the expenditures with the Board dated January 24, 2017 through March 29, 2017. Following Board discussion and upon motion duly made by Director Morton, seconded by Director Stone and upon vote, unanimously carried, the Board ratified the expenditures as presented.

Randy Warren provided a review of the Financial Statements and Investments as of February 28, 2017. Following Board discussion and upon motion duly made by Director Morton, seconded by Director Stone and upon vote, unanimously carried, the Board accepted the financial statements and investments.

DISCUSSION OF DISTRICT WATER QUALITY
Luis Tovar reviewed the memo provided in the board packet regarding the District water quality. He reviewed the District's efforts to mitigate the iron and manganese presence in the system through the Ice Pigging Project, the work with CH₂, the chloramination at the wells and the sequestration system. To alleviate some complaints, the District switched to the Denver Water supply which is a different water source than ground water. Luis reviewed the District

staff efforts in working with the Inverness Hotel regarding their filtration system. Staff has been working with CH2 to provide recommendations for system changes.

Water quality issues have been the number one operating priority for the District with extensive time invested over the last few months. Mulhern MRE proposes to continue work related to the District water quality on a time and material basis to provide a recommendation to upgrade and improve the Hotel system, complete a water model analysis to develop an operation plan and to study and recommend an overall treatment system throughout the District. Mulhern requests additional funding for the proposed work in the Contract Approval Requests.

Director Morton commented that the City of Aurora provides informational tours of their extensive water facilities to developers. This was suggested as a possibility for the District board members.

PROJECT UPDATES

Luis Tovar reviewed the project update memos provided in the board packet related to the chloramine conversion, WISE local connection, the John Derry Park irrigation vault, the underground storage tanks, District equipment purchase, a water line break near Building 24, the sewer line realignment at Building 56 and 58, the effluent irrigation model, the water system audit, and a forcemain maintenance program.

CONTRACTS

Randy Warren reviewed the Contracts as listed and detailed below:

1. **Chloramine Conversion Oversight** – MMRE requested funding for continued oversight of the project and consultants in the amount of \$15,000.
2. **WISE Local Connection** –
 - a. **Asphalt Repairs** – American West provided additional asphalt overlay required by the county to complete the project in the amount of **\$12,620**
 - b. **Project Oversight** – Mulhern MRE requests funding for additional work related to cost engineering and on-site staffing during the project in the amount of \$6,200.
 - c. **Design** – Mulhern completed revisions to the design in the amount of **\$532**.
3. **Water Quality Investigation** – Mulhern proposes to continue work related to the District water quality to provide a recommendation for the Hotel system, complete a water model analysis, develop an operational plan, and to study and recommend treatment system alternatives for the District in the amount of **\$50,000**.
4. **Sequestration Project** –
 - a. **Equipment Costs** – The Cottonwood Water District purchased sequestration static mixers purchased on behalf of the District. Inverness needs to reimburse Cottonwood for the Inverness District equipment in the amount of **\$6,980**.

- b. **Installation** – Excell Pumps will install each of the mixers at each well for **\$11,837**.
5. **John Derry Park Vault** – Contractor yet to be determined however the highest bid received to repair the old and failing irrigation vault equipment at a cost not to exceed (in anticipation of a subsequent bid) of **\$11,420**.
6. **Underground Storage Tank** – GEI has been working to complete a Site Characterization Report, as required by the state, related to the petroleum finds on site. Costs expected in the amount of **\$28,737**.
7. **District Equipment** – \$62,000 contract for the purchase of a vac trailer (vendor undetermined) to assist District Operations staff in valve box cleaning and operation.
8. **District Repairs** – The District shared in the costs for a valve repair near building 24 Inverness Drive East. C&L Water Solutions will complete the repair for an amount of **\$11,800**.

Following Board discussion, staff will complete a cost evaluation on use and purchase of the vac trailer prior to purchase. Until such time, item 7 will be re-evaluated. Upon motion duly made by Director Morton, seconded by Director Davis and upon vote, unanimously carried, the Board approved the contracts 1-6 & 8 listed above.

**APPROVAL/RATIFICATION OF THE SETTLEMENT AGREEMENT
AND RELEASE BETWEEN INVERNESS WATER AND CSM PARK MEADOWS, LLC**

Erin Smith reviewed the proposed settlement agreement with CSM Park Meadows. A payment from the District for \$53,400 will be delivered to CSM Park Meadows, LLC. Erin reviewed the points of the agreement related to the requested exception to the release.

Upon motion duly made by Director Morton, seconded by Director Stone, and upon vote the Board unanimously approved the settlement agreement as presented and authorized Director Christensen to sign the document as acting president in the absence of Director Spaulding.

EXECUTIVE SESSION

There was no executive session needed.

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 June 7, 2017 at 3:00 at the new District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____
READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: June 7, 2017 at 3:00pm

at

188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES Directors present: Joel Christensen, Charlie Davis, Tom Morton and Brett Stone. Others present: Clay Boelz and Brian Wilkerson; Inverness Properties, Randy Warren, Luis Tovar and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C. Upon motion duly made, seconded and unanimously carried, the Board excused Director Spaulding.

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.

PUBLIC COMMENT
There was no public present.

AGENDA The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the April 5, 2017 meeting. Upon motion duly made by Director Davis, seconded by Director Christensen and unanimously carried, the Board approved the minutes.

Luis Tovar reviewed the expenditures with the Board dated March 30, 2017 through June 2, 2017. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Christensen and upon vote, unanimously carried, the Board ratified the expenditures as presented.

Randy Warren provided a review of the Financial Statements and Investments as of April 30, 2017. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Christensen and upon vote, unanimously carried, the Board accepted the financial statements and investments. Brian Wilkerson discussed the status of the 2016 audit. A draft will be provided to the Board at the August meeting and an extension will be requested.

Staff also reviewed the easement accepted by the District related to the shared waterline at building 169 Inverness Drive West. Upon motion duly

made by Director Morton, seconded by Director Christensen, and upon vote the Board unanimously ratified the easement.

PUBLIC HEARING ON RATES

Director Christensen opened a public hearing on the proposed rate increase. The floor was open for public comment. There being no public present, the public portion of the hearing was closed.

Staff reviewed the proposed 5% increase on water usage fees, the monthly service fee, and the hydrant and industrial rate as detailed in the Board Resolution. There is no proposed increase for the monthly sewer or usage fees.

Following Board discussion, upon motion duly made by Director Davis, seconded by Director Morton, the Board unanimously accepted and approved the Resolution to Increase Fees, Rates and Charges for Water Service and Usage.

PROJECT UPDATES

Luis Tovar reviewed the project update memos provided in the Board packet related to the WISE Project, water tank inspections, water quality, a pilot study for iron and manganese, ASR project, chloramines, building 56-58 sanitary sewer upgrade, and the underground storage tank.

CONTRACTS

Randy Warren reviewed the Contracts as listed and detailed below:

1. **WISE Local Connection** – The Board approved a cost of \$24,450 for the Inverness Controls portion at the previous board meeting with Browns Hill. The corrected amount for the contract work is \$33,707.
2. **Water Tank Inspection** – The storage tank inspections are required every 3 years. Inland Potable Services has performed this work in the past and provided a cost of \$3,815 for 2017.
3. **56-58 Sanitary Sewer Upgrade** – The lowest bidder on the project was Excavation and Construction Services. Their costs are \$219, 871.
4. **District Vacuum Trailer Purchase** – The vacuum trailer would be purchased to assist District Operators for valve access without having to contract services. The cost is estimated at \$62,000.
5. **District Truck Purchase** – Two of the District trucks are not in service due to age. Staff requests funds in the amount of \$40,000 to purchase 2 trucks for District use.
6. **Iron and Manganese Pilot Study** – Staff recommends a pilot study of a sand filtration system at each of the well houses to test for iron and manganese removal. The study would be run by CH2M and Bai Engineers for \$14,740.

Upon motion duly made by Director Morton, seconded by Director Davis and upon vote, unanimously carried, the Board approved the contracts 1-6 listed above.

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 August 2, 2017 at 3:00 at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____
READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

DRAFT

RECORD OF PROCEEDINGS

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

HELD: August 9, 2017 at 3:00pm

at

188 Inverness Drive West, Suite 150

Englewood, CO 80112

ATTENDEES Directors present: Joel Christensen, Charlie Davis, Tom Morton, Bart Spaulding, and Brett Stone. Others present: Clay Boelz and Brian Wilkerson; Inverness Properties, Randy Warren, Luis Tovar and Alex Warren; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C.

PUBLIC COMMENT

There was no public present.

AGENDA

The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the June 7, 2017 meeting. Upon motion duly made by Director Stone, seconded by Director Christensen and unanimously carried, the Board approved the minutes.

Randy Warren provided a review of the Investments/Disbursements dated June 3 through August 3, 2017, and the Financial Statements as of June 30, 2017. Following Board discussion and upon motion duly made by Director Morton, seconded by Director Stone and upon vote, unanimously carried, the Board ratified the Investments/Disbursements and accepted the financial statements.

APPROVE 2016 FINANCIAL AUDITS

Brian Wilkerson and Randy Warren reviewed the Draft 2016 Financial Audit.

Following Board discussion, upon motion duly made by Director Davis, seconded by Director Stone, the Board unanimously accepted and approved the 2016 Financial Audits in substantially the form presented with the consideration of minimal changes by Staff as discussed.

PROJECT UPDATES

Luis Tovar reviewed the project update memos provided in the Board packet related to the WISE Project, water tank inspections, water quality, a pilot study for iron and manganese, ASR project, chloramines, building 56-58 sanitary sewer upgrade, the underground storage tank, Denver

Water usage, Inverness SCADA As-Builts, CDPHE Regulation 84 Inspection, and Well Chloramine Disinfection.

CONTRACTS

Randy Warren reviewed the Contracts as listed and detailed below:

1. **Water Tank Inspection** – Bates Engineering will evaluate the structural integrity of all the District storage tanks for \$7,370 for 2017.
2. **56-58 Sanitary Sewer Upgrade** – Mulhern MRE will realign the sewer pipeline to avoid removing healthy pine trees and work with the owners of building 56-58 on a new easement for \$4,500.
3. **Iron and Manganese Pilot Study** – Mulhern MRE and Bai Engineering will partner to provide a feasibility study as a result of the pilot testing to remove iron and manganese for a cost of \$49,000.
4. **SCADA As-Builts** – Browns Hill will provide As-Built drawings of the SCADA communication system for District use when bidding the project for an upgrade to the system for \$5,000.
5. **2017-2018 Snow Removal** – JPL has proposed to provide snow removal services for the 2017-2018 snow season with no change in rates.

Upon motion duly made by Director Davis, seconded by Director Morton and upon vote, unanimously carried, the Board approved the contract items 1-5 listed above.

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 October 4, 2017 at 3:00 at the District office at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____
READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: October 4, 2017 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES Directors present: Charlie Davis, Tom Morton, Brett Stone and Bart Spaulding via phone. Others present: Clay Boelz and Brian Wilkerson; Inverness Properties, Randy Warren, Luis Tovar and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C. Upon motion duly made, seconded and upon vote, the Board unanimously excused Director Christensen.

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.

PUBLIC COMMENT
There was no public present.

AGENDA The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the August 9, 2017 meeting. Upon motion duly made by Director Morton, seconded by Director Stone and unanimously carried, the Board approved the minutes.

Randy Warren provided a review of the Disbursements as of September 26, 2017 and the investments and financial statements as of August 31, 2017. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Morton and upon vote, unanimously carried, the Board ratified the Disbursements and investments and accepted the financial statements.

DRAFT 2018 BUDGET

Randy Warren discussed the draft 2018 budget provided in the board packet according to statutory requirements. The draft shows a slight drop in mill levy due to the increase in Assessed Value for the District in 2018. Final Assessed Values are expected December to finalize budget numbers.

A final draft and public hearing on the 2018 Budget will be held at the December 6th board meeting.

PROJECT UPDATES

Luis Tovar reviewed the project update memos provided in the board packet related to the WISE Project, water tank inspections, water quality items, building 56-58 sanitary sewer upgrade, the underground storage tank, Denver Water Usage, CDPHE Regulation 84 Inspection, Well Chloramine Disinfection, irrigation meter retrofit, a sewer lining project and the ASR Application.

CONTRACTS

Randy Warren and Luis Tovar reviewed the Contracts as listed and detailed below:

1. **WISE Local Connection** – WISE Connection is complete and the District is receiving water. Mulhern MRE spent significant time on-site with contractors and monitoring the flow and water quality. MMRE requests additional funds to cover staff costs in the amount of \$10,750.
2. **56-58 Sanitary Sewer Upgrade – Oversight** – Mulhern MRE will provide on-site observation and engineering oversight of the selected contractor during construction. MMRE will also coordinate the needs of the building owners/tenants during the project in the amount of \$20,000.
3. **Water Operations Support** – The District operators have been understaffed since November 2016. As a result, Mulhern MRE has been dedicating staff time towards operations support resulting in exceeding the budgeted contract for management. MMRE requests approval of a one-time increase to the 2017 Management contract in the amount of \$30,000.

Upon motion duly made by Director Davis, seconded by Director Morton and upon vote, unanimously carried, the Board approved the contracts listed above.

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 December 6, 2017 at 3:00 at the District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

Date: _____
READ AND APPROVED BY THE BOARD:

Charles Davis, Secretary

RECORD OF PROCEEDINGS

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

HELD: December 6, 2017 at 3:00pm
at
188 Inverness Drive West, Suite 150
Englewood, CO 80112

ATTENDEES Directors present: Charlie Davis, Tom Morton, Brett Stone and Joel Christensen. Others present: Clay Boelz and Toby Austin; Inverness Properties, Randy Warren, Luis Tovar, Pat Mulhern and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C.

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.

PUBLIC COMMENT
There was no public present.

AGENDA The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

CONSENT AGENDA
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the October 4, 2017 meeting. Director Christensen noted a discrepancy in the minutes that staff will adjust. Upon motion duly made by Director Davis, seconded by Director Morton and unanimously carried, the Board approved the minutes.

Luis Tovar and Randy Warren provided a review of the Disbursements dated October 4, through December 5, 2017 and the investments as of September 30, 2017. Following discussion, upon motion by Director Morton, seconded by Director Davis, and upon vote, unanimously carried.

Randy reviewed the financial statements as of September 30, 2017. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Morton and upon vote, unanimously carried, the Board ratified the disbursements and investments and accepted the financial statements.

Upon motion duly made by Director Davis, seconded by Director Morton, and upon vote, the Board unanimously approved the designated posting locations and meeting dates for 2018 as follows:

Posting Locations: 188 Inverness Drive West, #150
19 Inverness Way East

312 Inverness Way South, Metro Park
Douglas County Clerk's office
Arapahoe County Clerk's office

2018 Meeting Dates: February 7th
April 4th
June 6th
August 1st
October 3rd
December 5th

PUBLIC HEARING ON 2018 BUDGET

Upon motion duly made, seconded and upon vote, the Board opened a public hearing on the proposed 2018 Budget. There being no public present, the public hearing was closed.

Randy Warren discussed the 2018 Budget for consideration provided in the Board packet. He discussed the slight drop in mill levy due to the increase in Assessed Value of the District for 2018. The 2017 mill levy was 5.23 for the Debt Fund. The proposed mill levy for 2018 is 4.75.

The Budget reflects an increase in water rates of 5% to reflect the increased use of WISE water, a more expensive but replaceable supply option. The Budget reflects a static sewer rate.

Clay Boelz reviewed the current outstanding bond for the District of approximately \$11.4 million.

RESOLUTION TO ADOPT 2018 BUDGET, APPROPRIATE FUNDS AND SET MILL LEVY

Following Board discussion and upon motion duly made by Director Morton, seconded by Director Davis and upon vote, unanimously approved the Resolution to Adopt the 2018 Budget, Appropriate Funds and Set the Mill Levy. The Board directed the District Manager and staff to file the budget and mill levy with the appropriate state and county offices.

PUBLIC HEARING ON EXCLUSION OF THE VIEWS PROPERTY

Staff has not received a signed petition for exclusion of the property therefore legal counsel recommended delaying the item until the February 2018 meeting for discussion.

PROJECT UPDATES

Luis Tovar reviewed the project update memos provided in the Board packet related to the WISE Project, water tank inspections, water quality items, building 56-58 sanitary sewer upgrade, Denver Water Usage, CDPHE Regulation 84 Inspection, Well Chloramine Disinfection, and the sewer lining project.

CONTRACTS

Randy Warren and Luis Tovar reviewed the Contracts as listed and detailed below:

1. **WISE Local Connection – Retainage Payment** – The District advertised for the release of retainage for the project contractor as required by statute. The retainage was 5% of the payment requests in the amount of \$25,616.
2. **Water Age Modeling** – Bai Engineering has been working on the District Water Quality and we have asked for a proposal to complete an extended water model. The proposal is for \$12,750.
3. **56-58 Sanitary Sewer Upgrade – Change Order** – ECS will relocate an existing effluent line and provide sediment control through the winter until sod is installed in spring. The Change Order amount is \$6,324.
4. **Water Operations Uniforms** – Service Pro has provided pricing for a weekly rental and cleaning of operators uniforms in the amount of \$3,700 for the year.
5. **2018 District Management Contract** – Mulhern MRE annual agreement for management services with the same scope and terms as 2017. The contract amount is for \$190,000.
6. **2018 District Accounting/Billing** – Inverness Properties LLC has provided pricing for Accounting and Billing services for 2018 with the same scope and terms as 2017. The contract amount is for \$94,000. Mulhern MRE expects to assist in billing and customer service included in this amount.
7. **2018 District Oversight** – Inverness Properties LLC has provided pricing for oversight and financial services for 2018 with the same scope and terms as 2017. The contract amount is for \$11,600.
8. **2018 District Landscaping** – Inverness Landscaping will provide landscaping and snow removal at the District well sites for \$14,500.
9. **2018 Emergency Utility Services** – C & L Water Solutions will provide emergency repairs on a time and materials basis.

Upon motion duly made by Director Morton, seconded by Director Stone and upon vote, unanimously carried, the Board approved the contracts listed above.

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 February 7, 2018 at 3:00 at the new District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: _____

Charles Davis, Secretary