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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER AND SANITATION DISTRICT**

HELD: January 10, 2025 at 6:00 pm  
Fleming's Prime Steakhouse & Wine Bar  
191 Inverness Drive West  
Englewood, CO 80112

**ATTENDEES**

Directors present:

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

Others present:

Luis Tovar, Laurie Tatlock, Mulhern MRE, Inc.; and guests; Kristi Tovar, John Tatlock, Cam Thomas, Jane Hulko, 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, January 16, 2024, at 6:30 p.m. 8051 South Jordan Road, Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date:\_\_\_\_\_

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William Thomas, Secretary

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

January 17, 2025

**ATTENDEES**

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

Others present: Luis Tovar, Enika Stasko, 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 Thomas, seconded by Director Dillon and upon vote, agenda was unanimously 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 December 19, 2024 and January 10, 2025;
- Approval of Disconnect List dated January 14, 2025;
- Approval of checks numbered, 23299-23330, listed on the check register;
  - o Wire transfer to Colorado Water Conservation Board for \$19,478.13 for CWCB Note A Debt Service;
  - o ACH 12/30/2024, Payroll Specialists, \$634.69 - Director Payroll;
  - o ACH payment to Xcel Energy on 12/23/2024 for \$110.08 and on 12/24/2024 for \$59.00;
  - o ACH payment to Xpress Bill Pay on 01/05/2025 for \$1,479.75; and
- Disclosure of potential conflicts of interest

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 reviewed the Financial Statements for the period ending November 30, 2024 with the Board. After review and discussion, upon motion duly made by Director Thomas, seconded by Director Lavell, and upon vote, the Board accepted the Financial Statements for the period ending November 30, 2024.

**CHAMBERS RESERVOIR UPDATE**

Luis Tovar updated the Board on the current status with Chambers Reservoir and answered Board questions.

**MANAGER'S REPORT**

Luis Tovar reviewed with the Board the Manager's Report dated January 16, 2025.

## **ACTION ITEMS**

### **A. 2024 Audited Financial Engagement Letter – Wipfli - \$9,000**

Upon motion duly made by Director Thomas, seconded by Director Hilton, and upon vote, the action items listed above in the total amount of \$9,000.

## **REPORTS**

**Legal Report** – Carolyn Steffl reviewed the legal report with the Board.

## **DIRECTOR ITEMS**

Director Thomas requested an extra day or two to examine the Board packet before the meetings.

## **ADJOURNMENT**

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, unanimously carried, the meeting was adjourned at 7:43 p.m.

The next regular meeting of the Board is scheduled for Thursday, February 20, 2025 beginning at 6:30 p.m. at 8334 Sandreed Circle, Parker, CO.

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**READ AND APPROVED BY THE BOARD:**

Date: \_\_\_\_\_

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

February 20, 2025

**ATTENDEES** Directors present: Bill Thomas, Steve McCulloch, Linda Dillon, and Ron Hilton.

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, Director Judy Lavell's absence was excused.

Others present: Luis Tovar, Enika Stasko, 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 Thomas, seconded by Director Dillon and upon vote, agenda was unanimously 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 17, 2025;
- Approval of Disconnect List dated February 18, 2025;
- Approval of checks numbered, 23299-23330, listed on the check register;
  - o Wire transfer to US Bank NA, 2006B Debt Service payment, for \$349,994.11;
  - o ACH payment 2/03/2025 to Path Point Merchant Services for \$5,394.44;
  - o ACH 1/27/2025, Payroll Specialists, \$634.69 - Director Payroll;
  - o ACH payments to Xcel Energy on 1/28/2025 for \$59.54 and for \$97.66;
  - o ACH payment to Xpress Bill Pay on 02/05/2025 for \$1,733.06; and
- Disclosure of potential conflicts of interest

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

**FINANCIAL STATEMENTS** Enika Stasko reviewed the Financial Statements for the period ending December 31, 2024 with the Board. After review and discussion, upon motion duly made by Director Thomas, seconded by Director Hilton, and upon vote, the Board accepted the Financial Statements for the period ending December 31, 2024.

**CONSIDER ACWWA-CWSD IGA RE: FOR PURCHASE AND SALE OF CHAMBERS RESERVOIR WATER STORAGE AND INLET AND OUTLET CAPACITY AND FOR TRADE OF RAW WATER DELIVERY SYSTEM**

Luis Tovar reviewed the terms of the agreement to be made between Arapahoe County Water and Wastewater Authority (ACWWA) and Cottonwood Water and Sanitation District (CWSD) regarding the purchase and sale of Chambers Reservoir water storage and inlet and outlet capacity, as well as for trade of raw water delivery system.

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the ACWWA-CWSD IGA Re: purchase and sale of Chambers Reservoir water storage and inlet and outlet capacity, as well as for trade of raw water delivery system was approved in substantially the forms presented, and authorized the manager and attorneys to finalize the forms.

**CONSIDER ACWWA-CWSD IGA RE: MUTUAL TRADE OF RAW WATER SYSTEM CAPACITY**

Luis Tovar reviewed the terms of the agreement to be made between ACWWA and CWSD regarding the mutual trade of raw water system capacity.

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the ACWWA-CWSD IGA Re: mutual trade of raw water system capacity was approved in substantially the forms presented, and authorized the manager and attorneys to finalize the forms.

**CONSIDER ACWWA-CWSD IGA RE: OPERATION, MAINTENANCE, REPAIR, AND IMPROVEMENT OF CHAMBERS RESERVOIR AND RAW WATER DELIVERY SYSTEMS**

Luis Tovar reviewed the terms of the agreement to be made between ACWWA and CWSD regarding the operation, maintenance, repair and improvement of Chambers Reservoir and raw water delivery systems.

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the ACWWA-CWSD IGA Re: Operation, maintenance, repair and improvement of Chambers Reservoir and raw delivery systems was approved in substantially the forms presented, and authorized the manager and attorneys to finalize the forms.

**MANAGER'S REPORT**

Luis Tovar reviewed with the Board the Manager's Report dated February 18, 2025.

**ACTION ITEMS**

**A.** Well 3 Rehab Program – Applied Ingenuity – not-to-exceed \$19,000

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the action items listed above in the total amount not-to-exceed \$19,000.

**REPORTS**

**Legal Report** – Carolyn Steffl reviewed the legal report with the Board.

**Dashboard** – Luis Tovar reviewed the dashboard with the Board.

**DIRECTOR ITEMS** There were no additional Director's Items.

**ADJOURNMENT**

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 8:35 p.m.

The next regular meeting of the Board is scheduled for Thursday, March 20, 2025 beginning at 6:30 p.m. at 8051 S Jordan Rd, Englewood, CO.

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READ AND APPROVED BY THE BOARD:

Date: \_\_\_\_\_

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

March 20, 2025

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

Others present: Luis Tovar, Enika Stasko, Becca Haines; Mulhern MRE, Inc.;  
and Daniel Rubin, Dietze and Davis, P.C.

**THE AGENDA** The Board considered the proposed agenda. Upon motion duly made by Director Thomas, seconded by Director Hilton and upon vote, agenda was unanimously 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 February 20, 2025;
- Approval of Disconnect List dated March 17, 2025;
- Approval of checks numbered, 23363-23395, listed on the check register;
  - ACH payment 3/3/2025 to Path Point Merchant Services for \$4,117.28;
  - ACH 2/25/2025, Payroll Specialists, \$521.63 - Director Payroll;
  - ACH payments to Xcel Energy on 2/25/2025 for \$115.48 and an 2/26/2025 for \$61.48;
  - ACH payment to Xpress Bill Pay on 3/5/2025 for \$1,648.07; and
- Disclosure of potential conflicts of interest

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

**FINANCIAL STATEMENTS**

Enika Stasko reviewed the Financial Statements for the period ending January 31, 2025 with the Board. After review and discussion, upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board accepted the Financial Statements for the period ending January 31, 2025.

**UPDATE: CREDIT CARD FEES**

Luis Tovar updated the Board on expenses related to credit card fees and options that are available to the District to mitigate costs.

**MANAGER'S REPORT**

Luis Tovar reviewed with the Board the Manager's Report dated March 20, 2025.

**REPORTS**

**Legal Report** – Daniel Rubin reviewed the legal report with the Board.

**Dashboard** – Luis Tovar reviewed the dashboard with the Board.

**DIRECTOR ITEMS** There were no additional Director's Items.

**ADJOURNMENT**

Upon motion duly made by Director Thomas, seconded by Director Hilton and upon vote, unanimously carried, the meeting was adjourned at 8:15 p.m.

The next regular meeting of the Board is scheduled for Thursday, April 17, 2025 beginning at 6:30 p.m. at 8334 Sandreed Cir, Paker, CO.

READ AND APPROVED BY THE BOARD:

Date:\_\_\_\_\_

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

April 7, 2025

**ATTENDEES**

Directors present: Bill Thomas, Linda Dillon, and Ron Hilton.

Upon motion duly made, seconded, and upon unanimous vote, Director Steven McCulloch's absence was excused.

Others present: Luis Tovar, Enika Stasko, Mulhern MRE, Inc.

**THE AGENDA**

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

**PUBLIC COMMENT**

There were no members of the public present.

**FINANCIAL WORKSHOP**

Luis Tovar updated the Board on the financial options available to the District. No action was taken by the Board at this time.

**ADJOURNMENT**

Upon motion duly made, seconded, and upon unanimous vote, the meeting was adjourned.

The next regular meeting of the Board is scheduled for Thursday, April 17, 2025 beginning at 6:30 p.m. at 8334 Sandreed Circle, Paker, CO.

READ AND APPROVED BY THE BOARD:

Date: \_\_\_\_\_

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

April 17, 2025

**ATTENDEES**

Directors present: Bill Thomas, Linda Dillon, and Ron Hilton.

Upon motion duly made, seconded, and upon unanimous vote, Director Steven McCulloch's absence was excused.

Others present: Luis Tovar and Becca Haines; Mulhern MRE, Inc.; and Carolyn Steffl, Dietze and Davis, P.C.; Enika Stasko with Mulhern MRE, Inc attended via electronic device.

**THE AGENDA**

The Board considered the proposed agenda. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, agenda was unanimously 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 March 20, 2025 and April 7, 2025;
- Approval of Disconnect List dated April 11, 2025;
- Approval of checks numbered, 23397-23434, listed on the check register;
  - o ACH payment 4/3/2025 to Path Point Merchant Services for \$5,672.39;
  - o ACH 3/27/2025, Payroll Specialists, \$748.39 - Director Payroll;
  - o ACH payments to Xcel Energy on 3/27/2025 for \$110.36 and \$60.51;
  - o ACH payment to Xpress Bill Pay on 4/5/2025 for \$1,699.29; and
- Disclosure of potential conflicts of interest

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 reviewed the Financial Statements for the period ending February 28, 2025 with the Board. After review and discussion, upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board accepted the Financial Statements for the period ending February 28, 2025.

**DIRECTOR RESIGNATION LETTER**

Luis Tovar presented Judy Lavell's resignation letter to the Board and a Resolution in recognition of her service to the District.

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Hilton and upon vote, the Board approved the Resolution in Recognition of Judy Lavell's Service to the District.

## MANAGER'S REPORT

Luis Tovar reviewed with the Board the Manager's Report dated April 17, 2025. The Board directed Staff and Legal to review the JWPP Operations Agreement with Jacobs and update if necessary.

## ACTION ITEMS

Luis Tovar reviewed the following Action Items with the Board:

- A. Well 2 – Well House Floor Replacement – Chavez Services, LLC - \$21,600
- B. Well 2 – 12" Water Line Fittings Replacement – DEVCO Services, LLC. - \$7,500
- C. Well 2 – New VFD – DEVCO Services, LLC - \$83,200
- D. Emergency Local Connections Project – Survey for Civil Design – Inverness Water & Sanitation District - \$5,400
- E. Emergency Local Connections Project – Project Participation – Inverness Water & Sanitation District - \$275,100

Upon motion duly made by Director Thomas, seconded by Director Hilton, and upon vote, the action items listed above in the total amount of \$392,800.

## REPORTS

**Dashboard** – Luis Tovar reviewed the dashboard with the Board.

**Legal Report** – Carolyn Steffl reviewed the legal report with the Board.

**DIRECTOR ITEMS** Director Thomas requested that Staff and Legal look into the Douglas County Home Rule Charter and how it might affect the District's operations.

Director Thomas requested that the newsletters be sent to him for review before finalizing and sending to the customers.

## ADJOURNMENT

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, unanimously carried, the meeting was adjourned at 8:13 p.m.

The next regular meeting of the Board is scheduled for Thursday, May 22, 2025 beginning at 6:30 p.m. at 8051 South Jordan Road, Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: \_\_\_\_\_

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

May 15, 2025

**ATTENDEES**

Directors present: Bill Thomas, Linda Dillon, Steven McCulloch, and Ron Hilton.

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

**THE AGENDA**

The Board considered the proposed agenda. The agenda was amended and the Oaths of Office were administered before the meeting began. Director Thomas administered the Oaths of Office with Director Dillon and Director Hilton before calling the meeting to order at 6:34pm. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the revised agenda was unanimously 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 meetings held April 17, 2025;
- Approval of Disconnect List dated May 12, 2025;
- Approval of checks numbered, 23435-23469, listed on the check register;
  - o ACH 4/24/2025, Payroll Specialists, \$732.12 - Director Payroll;
  - o ACH payments to Xcel Energy on 4/28/2025 for \$61.29 and on 4.29.2025 for \$93.08;
  - o ACH payment to Xpress Bill Pay on 4/5/2025 for \$1,696.59;
- Disclosure of potential conflicts of interest; and
- Approval of the Audit Extension Form

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Hilton, and upon vote, the Board approved the consent agenda as presented. Director Dillon signed the Audit Extension form once approved.

**FINANCIAL STATEMENTS**

Enika Stasko reviewed the Financial Statements for the period ending March 31, 2025 with the Board. After review and discussion, upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board accepted the Financial Statements for the period ending March 31, 2025.

**OFFICER ELECTION AND OATHS OF OFFICE**

The Board discussed their most recent officer roles and what each position entails.

The last positions were:

Linda Dillon – President

William Thomas – Vice President/Secretary

Ronald Hilton – Acting Treasurer

After Board discussion, Director Hilton made a motion to keep officer positions as is, Director Thomas second the motion and upon vote unanimously carried, the Board accepted to keep Board Officers as-is:

Linda Dillon – President  
Bill Thomas – Vice President/Secretary  
Ronald Hilton – Treasurer

#### **MANAGER’S REPORT**

Luis Tovar reviewed with the Board the Manager’s Report dated May 15, 2025 and addressed Board questions.

#### **ACTION ITEMS**

Luis Tovar reviewed the following Action Items with the Board:

- A. JWPP HVAC System Project – ISG
  - B. JWPP BTS Sulfite Study – Hazen and Sawyer – \$60,000
  - C. Crown Point Booster Pump Station Emergency Power Generator – Wagner - Cat – \$93,750
- Total: \$153,750

Upon motion duly made by Director Thomas, seconded by Director Hilton, and upon vote, the action items listed above in the total amount of \$153,750.

#### **REPORTS**

**Dashboard** – Luis Tovar reviewed the dashboard with the Board.

**Legal Report** – Carolyn Steffl reviewed the legal report with the Board.

#### **DIRECTOR ITEMS**

Director Thomas asked legal to summarize the Douglas County Home Rule Charter vote and how it may affect the district.

#### **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, June 19, 2025 beginning at 6:30 p.m. at 8051 South Jordan Road, Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date:\_\_\_\_\_

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| RECORD OF PROCEEDINGS |
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**MINUTES OF THE BOARD OF DIRECTORS OF  
THE COTTONWOOD WATER & SANITATION DISTRICT**

June 19, 2025

**ATTENDEES**

Directors present: Linda Dillon, Steven McCulloch, and Ron Hilton.

Upon motion duly made by Director Dillon, seconded by Director Hilton and upon vote, Bill Thomas' absence was excused.

Others present: Luis Tovar, Enika Stasko and 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 McCulloch and upon vote, the revised agenda was unanimously 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 meetings held May 15, 2025;
- Approval of Disconnect List dated June 16, 2025;
- Approval of checks numbered, 23470-23496, listed on the check register;
  - Wire transfer BOKF, NA 2025 Interest Only Payment for \$9,021.00;
  - ACH 6/1/2025, Path Point Merchant Services for \$5,479.93;
  - ACH 5/30/2025, Payroll Specialists, \$558.02 - Director Payroll;
  - ACH payments to Xcel Energy on 5/23/2025 for \$70.47 and on 5/27/2025 for \$60.66; and
- Disclosure of potential conflicts of interest

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

**FINANCIAL STATEMENTS**

Enika Stasko reviewed the Financial Statements for the period ending April 30, 2025 with the Board. After review and discussion, upon motion duly made by Director Dillon, seconded by Director Hilton, and upon vote, the Board accepted the Financial Statements for the period ending April 30, 2025.

**MANAGER'S REPORT**

Luis Tovar reviewed with the Board the Manager's Report dated June 19, 2025 and addressed Board questions.

**REPORTS**

**Dashboard** – Luis Tovar reviewed the dashboard with the Board.

**Legal Report** – Carolyn Steffl reviewed the legal report with the Board.

**DIRECTOR ITEMS**

There were no additional items to discuss.

**ADJOURNMENT**

Upon motion duly made by Director Dillon, seconded by Director Hilton and upon vote, unanimously carried, the meeting was adjourned at 7:58 p.m.

The next regular meeting of the Board is scheduled for Thursday, July 17, 2025 beginning at 6:30 p.m. at 8051 South Jordan Road, Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: \_\_\_\_\_

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