

RECORD OF PROCEEDINGS

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

January 19, 2021

at 6:30 p.m. at

This meeting was offered at <https://zoom.us>

Meeting ID: 852 5661 2617 Meeting Passcode: 302659 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon. Steve Wasiecko attended via electronic device;

Others present: Luis Tovar, Toby Austin, Mulhern MRE. Randy Warren, and Kelly Conover Mulhern MRE, Inc; attended via electronic device; Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended via electronic device.

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, Director Stewart was excused.

THE AGENDA

The Board considered the proposed agenda. Director Thomas noted the next scheduled meeting was not updated for the February 16, 2021 meeting date. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the agenda was adopted with noted change to the next meeting date.

PUBLIC COMMENT

There was no public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held December 15, 2020; approval of checks numbered 21607 through 21639 listed on the revised check register provided at the meeting, ratification of auto-payments to Xcel Energy and Century Link, authorization of January disconnects, disclosure of potential conflicts of interest and ratification of director payments on December 18, 2020.

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

DIRECTOR ITEMS

There was a discussion by the Board regarding the current vacancy. The Board is circulating the word among residents. The Board discussed

providing a second public notice through NextDoor and the billing statements.

MANAGER'S REPORT

Luis Tovar reviewed items in the Manager's Report. He updated the Board on the BTS pilot study. The ongoing results of the study show fluctuations in treatment results. Luis discussed the proposed options for continued use of the JWPP/BTS. Staff continues to meet with Jacobs and ACWWA to discuss alternatives.

Luis discussed the annual sanitary sewer video and jetting work. He also noted that the Cottonwood Metro District was performing a video inspection of their underdrain system and have found a few homes to be cross-connected with the sewer system. The Metro District has notified homeowners.

The Board was presented with the AMI Project costs for Badger Meter and Keystone Utility Systems. There was discussion regarding replacement costs of the valves before and after the meter for the homeowner to replace, if wanted. Staff will prepare a letter for distribution introducing the program and explaining the homeowner's opportunity to replace them at their cost.

Hydro Systems is expected to mobilize to the Well D-1RR in the next week. Letters were hand delivered to homeowners last week.

ACTION ITEMS

The Board considered the following action items for approval:

1. **JWPP – Finished Water Pumps** – Purchase 2 of the 4 finished water pumps directly from the manufacturer. One pump dedicated to Cottonwood. **Total cost: \$50,667.00**
2. **Sanitary Sewer (West System) Videoing and Jetting** - Low bidder DES, proposes to video and jet ½ of the District system west of Cherry Creek at \$0.88/ft. Total linear feet of 83,250 for a **total cost of \$73,260.**
3. **Manhole Repairs** – Removal of bacteria build up and epoxy coating of 2 manholes found in disrepair. C&L Water Solutions proposed services on a time and materials basis.
4. **AMI System – Meter Replacement** – Badger Meter will provide replacement meters, endpoints and an upgraded meter reading system with training and integration into the billing software for a **total cost of \$507,410.**
5. **Meter Installation** – Keystone Utility Systems will perform the actual meter and endpoint replacements for a **total cost of \$158,052.**

6. **Meter Installation** – 5% project contingency on the installation contract for project engineer consideration and approval in the **amount of \$7,900.**
7. **Meter System Upgrade – Project Management** – Mulhern MRE will provide project management and support during system set up and meter installation for a **total cost of \$15,500.**

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the above action items.

REPORTS

Dashboard – Toby Austin highlighted the decreased annual precipitation compared to 2019 and the District’s use of its renewable supply. He also provided a comparison between well production and the irrigation sales.

Luis discussed a proposed water conservation plan similar to the one presented in 2020 outlined in the manager’s report. Staff will schedule a public hearing regarding implementation of the plan. Director Wasiecko asked regarding making this a Rule change rather than an annual Conservation Order. Carolyn will come back with suggestions to amend the Rules.

Legal Report – Carolyn discussed with the Board options regarding the proposed executive session on trash. The Board discussed reviewing a more specific proposed plan on how to transition people on existing contracts to a new company and requested staff develop a timeline of milestones to implement a program and what a program would look like, for discussion at the March meeting.

EXECUTIVE SESSION

No executive session was needed.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for February 16, 2021 beginning at 6:30 p.m. to be held at the District Management Office at 188 Inverness Drive West, Suite 150, Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: February 16, 2021
William C Thomas

RECORD OF PROCEEDINGS

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

February 16, 2021

at 6:30 p.m. at

This meeting was offered at <https://zoom.us>

Meeting ID: 858 0271 8077 Meeting Passcode: 609759 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas and Linda Dillon. Steve Wasiecko and Josh Stewart attended via electronic device;

Others present: Luis Tovar, Toby Austin, Mulhern MRE. Randy Warren, and Kelly Conover Mulhern MRE, Inc; attended via electronic device;

Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. 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, the agenda was adopted.

PUBLIC COMMENT

There was no public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held January 19, 2021; approval of checks numbered 21640 through 21674 listed on the revised check register provided at the meeting, ratification of auto-payments to Xcel Energy and Century Link, authorization of February disconnects, and disclosure of potential conflicts of interest.

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

DIRECTOR ITEMS

Director Dillon requested that staff reach out to representatives for Garden in a Box. The Board discussed presenting the program to Cottonwood residents in the same manner as last year.

PUBLIC HEARING ON PROPOSED AMENDMENT TO RULES AND REGULATIONS

At 6:40pm, upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously opened a public hearing for discussion on the proposed amendment to the District rules and regulations.

There was no public present. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously closed the public hearing.

RESOLUTION AMENDING DISTRICT'S RULES AND REGULATIONS

Luis and Carolyn discussed the proposed amendment about the water conservation policies and practices. This amendment would clarify that the Board has the ability to adopt rules and conservation orders to minimize water waste and encourage sustainable and efficient use of water resources, even when the District is not faced with an immediate shortage of its water supply.

RESOLUTION IN SUPPORT OF WATERSMART GRANT APPLICATION

Luis reviewed the requirements of the grant application for the United States Bureau of Reclamation WaterSMART Grant: Small-Scale Water Efficiency Projects. The guidelines of the grant limit the amount of the project to \$200,000 or less. Staff has provided a Phase II of the Advanced Metering Infrastructure Project for replacement and upgrades of the commercial meters and upgrade of the newer residential meters. The Resolution commits the District to funding of the project and authorizes the General Manager to complete necessary documents and agreement to complete the process.

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the Resolution in Support of the WaterSMART Grant Application.

MANAGER'S REPORT

Luis updated the Board on the JWPP. Jacobs discontinued the pilot study on sulfides and phosphorous treatment. Staff has attended work sessions with ACWWA and Jacob's staff to review options for the BTS. The result of the work sessions provided three options for treatment of the brine with the phosphorous and sulfide levels. One option was to continue to send the brine to the ACWWA wastewater treatment plant. The Board discussed the capacity of the plant and the potential need for expansion and the use of the BTS. The BTS will be needed for selenium treatment prior to discharge to ACWWA.

Luis provided a presentation regarding development of the Cherry Creek Project water source as a storage and drought supply. Luis discussed the District demands and current supplies (water rights available) and outlined the infrastructure needed to move the water and make it available for the District.

ACTION ITEMS

The Board considered the following action items for approval:

1. **ASR Wells:** Applied Ingenuity proposal to install ASR valves, inspections, cleaning and tests for **\$75,200**
2. **WISE Water:** Hazen & Sawyer proposal for water chemistry analysis of WISE water prior to injection for **\$20,000**
3. **ASR Project Management:** Mulhern requests additional funds for continued project management for **\$7,100**
4. **USBR Grant Application:** Mulhern proposes to complete the grant application, submit paperwork, and follow up with the USBR for **\$5,500**

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the above action items for a total amount of **\$107,800.00**.

REPORTS

Dashboard – Toby noted that January was a dry month. Overall use was down with Commercial use seeing the most decline. This corresponds to the revenues expected for the month.

Legal Report – Carolyn provided a legal report for the Board packet and addressed legal questions in executive session.

EXECUTIVE SESSION

At 8:22pm, upon motion duly made, seconded and upon vote the Board moved into an executive session pursuant to C.R.S. 24-6-402(4)(b) for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions relating to the JWPP Renovation Project.

At 9:01pm upon motion duly made, seconded and upon vote, the board moved out of executive session.

Following Board discussion, direction was provided to staff to continue negotiations and discussions with ACWWA and legal counsel on remedies for the JWPP Renovation Project.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for March 16, 2021 beginning at 6:30 p.m. to be held at the District Management Office at 188 Inverness Drive West, Suite 150, Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: April 20, 2021

William C Thomas, assy

RECORD OF PROCEEDINGS

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

March 16, 2021

at 6:30 p.m. at

This meeting was offered at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Steve Wasiecko and Josh Stewart attended via electronic device;

Others present: Luis Tovar, Toby Austin, Randy Warren, and Laurie Tatlock, Mulhern MRE, Inc; attended via electronic device;

Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended via electronic device.

THE AGENDA

The Board considered the proposed agenda. Luis Tovar asked to add an Action Item regarding well D11. Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the revised agenda was adopted.

PUBLIC COMMENT

Ron Hilton, Cottonwood resident living at 15878 Red Bud Drive signed into the meeting and expressed water supply concerns and asked about how that related to new development. Director Wasiecko asked that staff contact Mr. Hilton and review with him the water supply planning.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held February 16, 2021; approval of checks numbered 21675 through 21708 listed on the revised check register provided at the meeting, ratification of auto-payments to Baski Inc., Xcel Energy and Century Link, authorization of March disconnects, disclosure of potential conflicts of interest and ratification of Director payments.

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

Upon motion duly made by Director Thomas, seconded by Director Wasiecko, and upon vote, unanimously carried, the Board authorized staff to sign the approved checks.

DIRECTOR ITEMS

Director Dillon continues to reach out to the community for the Garden in a Box program.

Director Wasiecko asked about the availability of state COVID relief funding that might be available for the District.

Director Thomas asked when the Board would have to identify that they would be having an election regarding the trash. July or August is the time that the District would have to commit to a coordinated election. The Board asked staff to explore other options.

JACOBS TOLLING AGREEMENT

Carolyn Steffl discussed with the Board that the agreement is substantially complete and ready for Board approval, subject to minor modifications that staff will review with the Board after acceptance by Jacobs.

Following Board discussion and subject to the stipulations discussed, upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the Tolling Agreement with Jacobs.

MANAGER'S REPORT

Luis Tovar reviewed with the Board the Manager's Report dated March 16, 2021. This included updates regarding the JWPP, Aquifer Storage and Recovery, and the re-drilling of Well D-1. Staff acknowledged the challenges that a second drilling, wet weather and road construction have combined to make and the frustration expressed by residents.

Director Thomas asked about the Town of Parker's Cottonwood Drive widening project. Specifically, he wanted to understand why the Town was now aware of Cottonwood's water and sewer lines that are affecting the project.

ACTION ITEMS

The Board considered the following action items for approval:

1. **Well D11 Motor Replacement: \$43,931**

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously approved the above action items for a total amount of **\$43,931**.

REPORTS

Water Supply & Demand Statistics – Randy Warren reviewed with the Board the Water Supply & Demand Statistics table showing Water Sales from 2017-2020 and forecasted in 2021 and 2022 as it compares to the Water Supplies over the same period.

ACWWA is working with Cottonwood management staff to define the costs for JWPP discharge treatment and determine the availability of capacity.

Dashboard – Toby Austin reviewed with the Board the District Operating Report for the month ended February 28, 2020.

Financial Report – Toby Austin reviewed with the Board the unaudited 2020 Financial Statements and noted that the auditors have started the 2020 audit.

Legal Report – Carolyn provided a legal report for the Board packet and addressed legal questions in executive session.

EXECUTIVE SESSION

At 7:36 pm, upon motion duly made, seconded and upon vote the Board moved into an executive session pursuant to C.R.S. 24-6-402(4)(b) for a conference with an attorney for the District for the purpose of receiving legal advice on specific legal questions relating to the JWPP Renovation Project.

At 8:15 pm upon motion duly made, seconded and upon vote, the board moved out of executive session.

Following Board discussion, direction was provided to staff to continue negotiations and discussions at the management level with ACWWA and on remedies for the JWPP Renovation Project.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for April 20, 2021 beginning at 6:30 p.m. to be held at the District Management Office at 188 Inverness Drive West, Suite 150, Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: April 20, 2021
William C. Thomas, Sr.

RECORD OF PROCEEDINGS

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

April 20, 2021

at 6:30 p.m.

This meeting was offered at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Steve Wasiecko and Josh Stewart attended via electronic device;

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. 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, the agenda was adopted.

PUBLIC COMMENT

There was no public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held March 16, 2021; approval of checks numbered 21709 through 21749, with voided check 21735, listed on the revised check register provided at the meeting, ratification of auto-payments to BOKF, Xcel Energy, Payroll Specialists and Century Link, authorization of April disconnects, and disclosure of potential conflicts of interest.

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

Upon motion duly made by Director Thomas, seconded by Director Wasiecko, and upon vote, unanimously carried, the Board authorized staff to provide a second signature on the approved checks.

DIRECTOR ITEMS

Director Dillon followed up on a resident's request made to her regarding reseeded and trail restoration related to the Well Redrill project. Following completion of the project, the site will be restored to its previous condition with reseeded of natural grasses and crusher fines for the trail as provided in the contract and approval through the Town of Parker. Any upgrades requested were directed to the Cottonwood Metro District.

FOURTH AMENDMENT TO CHAMBERS PIPELINE LEASE

Luis Tovar and Carolyn Steffl discussed the amendment as is consistent with prior amendments allowing use of the pipeline by ACWWA for one year. This amendment extends the deadline until May 1, 2022.

Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the Amendment.

CONSIDER APPROVAL OF PARTY STATUS IN DIVISION OF WATER RESOURCES RULEMAKING REGARDING WELL PERMITS PURSUANT TO 37-90-137(4), C.R.S.

Luis briefed the Board on the proposed limits on the use of the Denver basin wells for 100 years. Staff and legal counsel recommend that the District join the rulemaking to provide comments and to monitor developments.

Upon motion duly made by Director Thomas, seconded by Director Dillon, and upon vote, the Board unanimously approved the District's filing of an application for party status in the rulemaking.

MANAGER'S REPORT

Luis Tovar reviewed with the Board the Manager's Report dated April 20, 2021. This included updates regarding the JWPP pilot testing, a potential agreement with ACWWA for treatment of the BTS brine and permitting with the CDPHE.

Luis also discussed the Cherry Creek Project model for sizing Walker Reservoir and capacity in the Rueter Hess Reservoir, the completed tributary well testing for the Cherry Creek Aquifer Study and the federal funding opportunity for water infrastructure projects.

WISE water is expected at 5,000 AF this water year. Depending on drought conditions, the delivery schedule may change with more supply provided in winter months.

ACTION ITEMS

The Board considered the following action items for approval:

1. **Federal Funding Due Diligence** – Mulhern MRE will work with the South Metro Water Supply Authority to prepare documents required for potential federal funding through new legislative venues related to water infrastructure projects. **Not to Exceed \$10,000.**
2. **Ratification of revised Tolling Agreement with Jacobs/CH2M**

Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Stewart, and upon vote, the Board unanimously approved the above action items.

REPORTS

Dashboard – The dashboard was provided for Board review. There was no board action.

Legal Report – Carolyn provided a legal report for the Board packet and addressed legal questions in executive session.

EXECUTIVE SESSION

At 7:35 pm, upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon unanimous vote, the Board moved into an executive session pursuant to C.R.S. 24-6-402(4)(b) for a conference with an attorney for the

District for the purpose of receiving legal advice on specific legal questions relating to trash collection by the District.

Legal counsel for the District, Carolyn Steffl, advised the Board that the nature of this discussion is for legal advice and the session does not need to be recorded.

At 8:13pm upon motion duly made Director Wasiecko, seconded by Director Thomas and upon unanimous vote, the Board moved out of executive session.

The Board discussed options for proceeding with trash collection services, including whether to pilot test providing services to a small group of residents and methods for obtaining additional resident feedback. The Board expressed interest in publishing and providing the County and the district court with a notice of intent to provide trash collection services and to clarify the service plan. The Board provided direction to management and legal counsel to draft a Notice of Intent regarding a non-material modification to the District's service plan to allow for trash collection services in the future, for Board review at the May 2021 meeting. Also, the Board discussed the possibility of circulating a request for proposals to obtain more information about available services and prices. The Board discussed beginning with providing service to residents who already receive services from the selected provider and allowing other residents a period of time to elect whether or not to receive trash services from the District.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for May 18, 2021 beginning at 6:30 p.m. to be held at the District Management Office at 188 Inverness Drive West, Suite 150, Englewood, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: May 18, 2021

William C Thomas, CEO

RECORD OF PROCEEDINGS

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

May 18, 2021

at 6:30 p.m.

This meeting was offered at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas and Steve Wasiecko. Linda Dillon and Josh Stewart attended via electronic device.

Others present: Luis Tovar and Toby Austin, Mulhern MRE, Inc.; Kelly Conover, Mulhern MRE, Inc attended via electronic; Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended via electronic device.

THE AGENDA

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

PUBLIC COMMENT

There was no public present.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held April 20, 2021; approval of checks numbered 21750 through 21787, listed on the revised check register provided at the meeting, ratification of auto-payments to Baski Inc., Xcel Energy, and Century Link, authorization of disconnect list dated May 14, 2021, disclosure of potential conflicts of interest and ratification of Director payments.

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

DIRECTOR ITEMS

Director Dillon noted that the last meeting discussion was regarding planting wildflowers at the Well D-1 redrill site. Director Dillon noted that the Metro District was going to plant them following project completion, coordinating with the well contractor to restore the site.

DISCUSS NOTICE OF INTENT TO FILE CLARIFICATION AND REVISION TO SERVICE PLAN REGARDING SOLID WASTE COLLECTION

Carolyn Steffl drafted a notice for review by the Board regarding the District's intent to provide solid waste collection and transportation, including residential waste services pursuant to Sec. 32-1-207(3)(b), C.R.S.

The Board discussed the draft and instructed the manager to send this draft to county staff to review and provide feedback prior to publication of the notice. The next meeting would include a Resolution to approve the notice and

publication in the newspaper to begin the 45-day period for any legal challenges on the basis that the action is a material modification to the service plan.

The Board would consider whether to proceed with and publish a request for proposals for trash services at a future Board meeting.

CONSIDER APPROVAL OF BTS VERIFICATION STUDY OF SENDING BTS CONCENTRATE TO LONE TREE CREEK WATER REUSE FACILITY

Luis discussed the agreement to send BTS brine to the ACWWA treatment plant to complete a full-scale test of the plant's capacity and capability to accept and treat up to 0.5MGD of concentrate from the JWPP to meet discharge permit. Once the agreement is approved, the study would begin May 24 run through Aug 16.

Director Wasiecko asked if the CDPHE is aware of the District's intent. Luis informed the Board that the CDPHE has been notified and Jacobs and ACWWA have been working with them, addressing any questions.

Carolyn requested the Board consider approval of the agreement in substantially the form presented with minor modifications by legal counsel and staff.

Upon motion duly made by Director Thomas, seconded by Director Wasiecko and upon vote, the Board unanimously approved the BTS Verification Study with CH2M Hill Engineers, in substantially the form presented and to authorize the District's manager and attorney to approve the final form of the agreement.

MANAGER'S REPORT

Luis reviewed the Manager's Report dated May 18, 2021. This included updates regarding the WISE delivery schedule proposed with a majority of water in the winter months. In June the District may experience an abundance of water. Staff reached out to other Districts who would be interested in purchasing the excess.

Luis also discussed the Cherry Creek Project Water Authority's model for sizing Walker Reservoir and capacity in the Rueter Hess Reservoir. The members' needs have changed since the 2014 Master Plan listing a total need of 2,000AF of storage. Following work sessions, members needs total about 958AF. Cottonwood still wants the 143AF as in the 2014 Master Plan. Construction costs have skyrocketed which may have prompted these changes. Luis suggested a work session at the June meeting with any updates to the Board.

Luis informed the Board of a few homeowner's concerns regarding foundation issues related to the Well D-1 redrill. Per the contract documents, the District is not held liable. The District Insurance Pool approved the District inspecting the homes and staff will set up home inspections.

Director Wasiecko asked about the federal funding being offered. Staff approached Arapahoe County regarding their portion of federal funding for water and wastewater projects.

Director Thomas asked about the water conservation training for landscape contractors, provided by South Metro Water Supply Authority. Staff offered the

training to the Crown Point HOA landscape contractors however, they are already certified

ACTION ITEMS

There were no action items for Board consideration.

REPORTS

Dashboard – Toby Austin discussed the dashboard showing commercial use has increased compared to 2020. The District produced 84% renewable supply in April through the use of WISE and JWPP. There was no board action.

Financial – Toby discussed the District’s financial position for the first quarter of 2021.

Legal Report – Carolyn reported that the rulemaking application for which party status was approved at the April meeting was suspended, so the District has not filed an application for party status.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for June 15, 2021 beginning at 6:30 p.m. to be held at the District Meeting House at 8334 Sandreed Circle, Parker, CO and via Zoom meeting.

READ AND APPROVED BY THE BOARD:

Date: June 15, 2021
William C. Thomas

RECORD OF PROCEEDINGS

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

June 15, 2021

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

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas Linda Dillon and Josh Stewart attended in person. Steve Wasiecko attended via electronic device.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; and Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended in person.

Kyle Logan with Logan and Associates attended via electronic device.

THE AGENDA

The Board considered the proposed agenda. The Board amended the agenda to discuss the 2020 Draft Financial Audit following the public comment period. Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the amended agenda was adopted.

PUBLIC COMMENT

There was no public present.

CONSIDER APPROVAL OF THE 2020 DRAFT FINANCIAL AUDIT REPORT

Kyle Logan presented the District's audit report prepared by his firm and he addressed Board questions.

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board unanimously approved the 2020 Financial Audit Report and directed staff to file with the State.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held May 18, 2021; approval of checks numbered 21788 through 21822, listed on the revised check register provided at the meeting; ratification of auto-payments to Xcel Energy, Century Link, BOK and Payroll Specialists; authorization of disconnect list dated June 15, 2021; and disclosure of potential conflicts of interest.

Director Dillon asked about the status of delinquent accounts versus status pre-COVID. Customer service staff has been diligent in contacting customers with accounts that are delinquent throughout the process, making payment arrangements and providing contact information to seek assistance. Customers are generally grateful and work toward clearing their balance. Any service disconnects were/are usually related to vacant homes.

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

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

CONSIDER APPROVAL OF RESOLUTION APPROVING PUBLICATION AND FILING OF NOTICE OF INTENT TO TAKE CERTAIN ACTIONS PURSUANT TO SECTION 32-1-207(3)(b) C.R.S. IN CONNECTION WITH COLLECTION AND TRANSPORTATION OF SOLID WASTE, INCLUDING RESIDENTIAL WASTE SERVICES

Carolyn Steffl reviewed the notice provided in the packet with the Board. She noted the changes made compared to the previous version discussed at the May 18 meeting.

Director Thomas noted there was no reference to recycling services and asked to have that specified prior to publication.

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board unanimously approved the Resolution Approving the Publication and Filing of the notice with the inclusion of recycling services as noted by Director Thomas. Carolyn will revise the notice and staff will forward to the County for their feedback. Once in final form, staff will submit publication to the Douglas County News Press and the Board of County Commissioners.

MANAGER'S REPORT

Luis reviewed the Manager's Report dated June 15, 2021. This included updates regarding the JWPP sampling schedule, the request from GEI to continue data collection, the status of ASR wells, Well D-1R redrill and the applications for federal funding.

Staff discussed with the Board the concerns received by Cottonwood residents near the well redrill project. The District Engineer and a structural engineer with HRS met on site with a homeowner and we expect a report of the HRS findings for confirmation.

Luis prepared a draft memo on the District's financial capabilities for funding a drought supply for the District. He requested the Board consider a work session to review in further detail. The Board set a special meeting date for June 26 at 9:00 am.

ACTION ITEMS

The Board considered the below action items for approval;

1. Water Quality Sampling – GEI Consultants has provided a new scope of work and cost for water quality sampling at the JWPP for the upcoming year, May 2021 – June 2022 for \$68,200.00
2. Snowberry Sewer Meter – In-Kind replacement of wastewater flow meter – \$10,019.60

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board unanimously approved the above expenditures for \$78,219.60.

REPORTS

Dashboard – Toby Austin reviewed the Dashboard comparing use monthly and year to date. The Board discussed the irrigation use for the Crown Point HOA being high. Staff is in contact with a member of management. There was no board action.


Legal Report – Carolyn was available for questions or discussion on the legal report provided in the Board packet.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for June 26, 2021 beginning at 9:00 a.m. to be held at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: 7/20/2021



RECORD OF PROCEEDINGS

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

June 26, 2021

at 9:00 a.m. at 8334 Sandreed Circle, Parker, CO 80134

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon and Steve Wasiecko attended in person.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc attended in person. Carolyn Steffl with Moses, Wittemyer, Harrison, and Woodruff, P.C. attended via electronic device.

Public Present: Mr. James Horine, resident of 8865 Cottonwood Way.

Upon motion duly made, seconded and upon vote, the Board excused Director Stewart.

CONSIDER APPOINTING A COMMITTEE TO INTERVIEW CANDIDATES FOR DIRECTOR VACANCY

The Board discussed forming a committee of two Board members and one staff member to conduct interviews with prospective candidates. The committee will be comprised of Director Thomas and Director Dillon along with Luis Tovar. Resumes for all candidates will be circulated to all Board members with interviews scheduled with the committee members prior to the next meeting on July 20.

DISCUSS PARTICIPATION IN CHERRY CREEK PROJECT WATER AUTHORITY CAPITAL IMPROVEMENTS AND FUNDING OPTIONS FOR CAPITAL IMPROVEMENTS AND RESERVES

Luis Tovar reviewed with the Board its participation in the Cherry Creek Project Water Authority and the Authority's plan for capital improvements with Walker Reservoir. The costs for these capital improvements are shared among its members according to their level of participation.

Luis Tovar provided a review of the District's financial position and its ability to fund capital improvements needed by the District to secure its water supply during drought. Staff discussed the potential need for a General Obligation Bond for funding improvements. These bonds require voter approval. The Board discussed participating in the November 2021 election being coordinated through Douglas County.

Following Board discussion, staff was directed to inform Douglas County of the District's potential participation in the November 2021 election. A final decision on participation in the election is not required until August.

ADJOURNMENT Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next regular meeting is scheduled for July 20, 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: 7/20/2021

Linda J. Dillon

RECORD OF PROCEEDINGS

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

July 20, 2021

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

ATTENDEES

Directors present: Bill Thomas and Linda Dillon attended in person. Steve Wasiecko and Josh Stewart attended via electronic device.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; and Carolyn Steffl; Moses, Wittemyer, Harrison, and Woodruff, P.C. attended in person.

Public Present: Elizabeth "Bobbie" Bergman residing at 8490 Wheatgrass Circle and Ron Hilton residing at 15878 Red Bud Drive.

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

Residents Elizabeth "Bobbie" Bergman from Wheatgrass Circle and Ron Hilton from Red Bud Drive were present at the meeting. Ms. Bergman commented that she was in support of the consolidation of trash service. Ron Hilton noted that he is currently receiving trash service through his HOA provided by Dove Village.

Luis Tovar explained that trash service currently provided by an HOA contract would not change. Service costs are currently estimated at about \$15 per month for weekly trash and biweekly recycling. The District would form a Request for Proposal to receive bids on specified services.

CONSENT AGENDA

The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the regular meeting held June 15 and a special meeting held June 26, 2021; approval of checks numbered 21823 through 21864 listed on the revised check register provided at the meeting; ratification of auto-payments to Xcel Energy and Century Link; authorization of disconnect list dated July 17, 2021; disclosure of potential conflicts of interest and ratification of director payments.

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

DIRECTOR ITEMS

Director Wasiecko provided a clarification related to the proposed trash services. He noted that a transition period to trash services available to customers would

be long. This would allow some private contracts to conclude prior to joining the District services.

DISCUSSION REGARDING POSSIBLE NOVEMBER 2021 ELECTION

Luis Tovar provided the public in attendance with a brief background of the District's plan to secure renewable water supply, especially during drought periods. He discussed the District's financial position and the District's options to fund the capital improvements through a General Obligation or Revenue Bond.

Luis discussed a plan to participate in the May 2022 director election with a ballot question for the Cottonwood voters to consider a General Obligation Bond.

Director Thomas liked the idea of posting the ballot question in the May 2022 election. This would allow time to provide the community with information on the issue and the necessity of the bond.

Luis proposed holding two more board workshops and gathering a community advisory board to receive feedback.

Following Board discussion, the members agreed that waiting until the May 2022 election was appropriate. The Board directed staff to contact the County and withdrawal the intent to coordinate an election previously submitted.

MANAGER'S REPORT

Luis reviewed the Manager's Report dated July 20, 2021. This discussion included the results of the contractor bid for the Walker Reservoir Construction (Phase I) project as members of the Cherry Creek Project Water Authority. Infrastructure for this project will be Phase II and bid later.

Staff recommends approval of HPM Contracting for the Walker Reservoir Construction project for \$11,576,219 of which, the District's share is 11.5% (\$1,476,662). This amount also includes a 5% contingency on construction costs and services during construction.

Carolyn Steffl discussed her change in legal firms. She will be joining the firm of Dietze and Davis, P.C. after 12 years with Moses, Wittemyer et al. She will begin with the new firm August 1. Her billing rate will remain the same. The Board was asked to consider engagement of Dietze and Davis, P.C. retaining Carolyn as the District Counsel beginning August 1.

Richard Mehren with Moses, Wittemyer et al has provided water rights legal consulting to the District for a number of years. The Board was asked to consider retaining Richard Mehren with Moses, Wittemyer et al as water rights legal consultant.

ACTION ITEMS

The Board considered the below action items for approval;

- 1. Well D-1RR – Prime Construction, LLC.** – Labor and materials to install pipeline and connect the new well to the well house and the system. - \$ 19,663

2. **Well D-1RR Trail Restoration – BGM** – Labor and materials to restore the trail near the new well. - \$ 9,750
3. **Walker Reservoir Construction** – District’s participation costs according to the membership percentage for construction of the reservoir. - \$ 1,476,662
4. **District General Counsel** – Carolyn Steffl is changing firms to Dietze and Davis, P.C. Carolyn would like to continue providing services to the District as general counsel.
5. **District Water Rights Counsel** – Richard Mehren with Moses, Wittemyer, Harrison and Woodruff, P.C. would like to continue providing water rights services for the District.

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board unanimously approved the above expenditures, items 1 - 3 for **Total Amount Requested: \$ 1,506,075**

Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board approved the engagement of Dietze and Davis P.C. and retention of Moses, Wittemyer, Harrison and Woodruff P.C. for general legal counsel and water rights counsel respectively.

REPORTS

Dashboard – Toby Austin reviewed the Dashboard comparing use monthly and year to date. He was available to answer Board questions. Director Thomas asked to have the stage 1 conservation-watering schedule available on the website. The approved “schedule” was to allow 3 days watering however the customer would be able to choose those days. Director Thomas suggested posting last year’s schedule for guidance.

Legal Report – Carolyn Steffl reviewed the requirements of becoming a Board member related to the interviews of the Board vacancy. The Committee is recommending meeting independently to provide a recommendation to the Board at the August meeting.

Any action or decision on trash services are on hold until the 45-day notice period concludes on August 16th and the District receives a response from the County.

EXECUTIVE SESSION

Luis reported that there is no executive session needed. The District is waiting on further information from Jacobs related to their contract modifications.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for August 17, 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: August 17, 2021
William C. Thomas

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 Strategic 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: _____

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

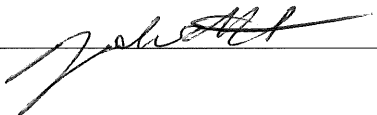
The District is waiting on further information from Jacobs related to their contract modifications and there is no executive session needed at this time.

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



RECORD OF PROCEEDINGS

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

September 21, 2021

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

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Josh Stewart and Judy Lavell attended in person.
Linda Dillon and William Thomas attended via electronic device

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: Ron Hilton of 15878 Red Bud Drive, Parker, CO 80134

THE AGENDA

The Board considered the proposed agenda. Upon motion duly made by Director Thomas, seconded by Director Lavell 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 August 17, 2021;
- Approval of checks numbered 21905 through 21945 listed on the revised check register provided at the meeting;
- Ratification of auto-payments to Xcel Energy, Century Link, and US Bank for the 2019 Bond Payment;
- Authorization of disconnect list dated September 16, 2021; and
- Disclosure of potential conflicts of interest.

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

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously authorized the District Manager to be the second signature on this month's checks since the account signatories have not been updated.

DIRECTOR ITEMS

There were no Director's items for discussion.

CONSIDER WALKER RESERVOIR PROJECT PARTICIPATION AGREEMENT

Luis Tovar reviewed the need for the agreement among the reservoir participants. The project is based on the supply allocation not the membership in the Cherry Creek Project Water Authority.

Following Board discussion, staff recommended approval of the agreement in substantially the form presented with some minor modifications made through management and legal counsel.

Upon motion duly made by Director Thomas, duly seconded by Director Stewart and upon vote, the Board unanimously approved the agreement in substantially the form presented, authorizing legal counsel and management to make minor modifications prior to finalization.

REVIEW / DISCUSSION OF DRAFT 2022 BUDGET

Toby Austin reviewed the initial draft of the District's 2022 Budget. The draft budget is to be provided for Board review by October 15 each year according to statute.

Toby addressed the Board questions regarding line item details. There was no Board action at this time.

MANAGER'S REPORT

Luis provided a presentation to the Board detailing the data collected from the Lone Tree Creek Water Reuse Facility Verification Study.

Luis reviewed items on the Manager's Report dated September 21, 2021 including future projects funding with input from a Citizen's Committee. Staff continues to reach out to residents for their ability to participate in the committee. Luis also requested another Board work session to present the financing options for the long term water supply projects and capital improvement projects to the Board. Staff will circulate a poll of dates and times.

Luis also noted that due to the inability to fill the meter order, the advanced metering project contractor, Keystone, has agreed to extend their contract at their quoted prices.

Luis reviewed the memo on the 3rd party billing software. Director Stewart was helpful in reviewing and explaining the security documents provided. Staff and our IT Consultant believe that both parties provide reasonable measures to prevent fraud or theft of customer information. It is staff's recommendation to proceed with Xpress Bill Pay's proposal for services.

ACTION ITEMS

The Board considered the below action items for approval;

1. **Billing Software – Upgrade Integration and Training** – Xpress Bill Pay
\$11,075.00

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the above expenditures, for **Total Amount Requested: \$ 11,075.**

REPORTS

Dashboard – Toby Austin reviewed the new layout of the dashboard providing visual graphs to convey information.

Legal Report – Carolyn Steffl had no additional comments to her legal report.

EXECUTIVE SESSION

The public was excused from the regular Board session.

At 8:34pm, upon motion duly made by Director Lavell, seconded by Director Stewart and upon vote, the Board unanimously moved into executive session pursuant to 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 agreements with CH2M regarding the JWPP Renovation project and operation of the JWPP water plant.

At 9:15pm, upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote the Board moved out of executive session and provided direction to negotiators to continue working towards a resolution for the JWPP Renovation Project through providing a counter proposal as discussed in session.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for October 14, 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: October 14, 2021

William C Thomas, Mayor

RECORD OF PROCEEDINGS

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

October 14, 2021

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

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon and Judy Lavell attended in person. Josh Stewart attended via electronic device.

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

Public Present: Om Prasad from 8389 Curlycup Place attended in person. Elizabeth Bergman from 8490 Wheatgrass Circle attended via electronic device.

THE AGENDA

The Board considered the proposed agenda. Upon motion duly made by Director Thomas, seconded by Director Lavell 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 September 21, 2021;
- Approval of checks numbered 21946 through 21971 listed on the revised check register provided at the meeting;
- Ratification of auto-payments to Xcel Energy, Century Link, and Payroll Specialists;
- Authorization of disconnect list dated October 11, 2021; and
- Disclosure of potential conflicts of interest.

Ms. Bobbie Bergman asked the Board if there was a fund available for residents who need financial assistance with their bills. Staff informed Ms. Bergman that when residents do call with difficulties, staff informs them of available funding options through outside public sources (churches, Douglas County and Parker Task Force). There is no fund that donations can be made into to draw from for assistance from the District.

Director Dillon pointed out a few accounts on the disconnect list that had high account balances. Staff will look into it and get back with the Board.

Upon motion duly made by Director Thomas, seconded by Director Lavell, 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 Mr. Om Prasad to the position left vacant by the resignation of Mr. Stephan Wasiecko. Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board supported the nomination and completed the notice of appointment.

Mr. Prasad 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.

MANAGER'S REPORT

Luis reviewed items on the Manager's Report dated October 14, 2021. Luis briefly discussed the JWPP, the capital project schedules, and the meter replacement project. Our contractor Keystone should begin reaching out to customers soon with information on scheduling meter replacements.

REPORTS

Dashboard – Toby Austin reviewed the dashboard providing visual graphs to convey information. The Board reviewed the renewable supply chart and the drought map. Both were appreciated by the Board.

Financial Report – Toby reviewed the financials through the end of September. The District received almost \$2.8million in tap fees thus far in 2021, which puts the District in a good financial position.

Legal Report – Carolyn Steffl had no additional comments to her legal report.

EXECUTIVE SESSION

The public was excused from the regular Board session.

At 7:55pm, upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously moved into executive session pursuant to 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 agreements with CH2M regarding the JWPP Renovation project and operation of the JWPP water plant.

At 9:10pm, the Board unanimously moved out of executive session. Staff will work to complete the recommendations during executive session.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. A board work session has been set for Wednesday, October 20, 2021 beginning at 10:00am at the District Meeting House. The next regular meeting is scheduled for November 16, 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: November 16, 2021

William P. Thomas, presy.

RECORD OF PROCEEDINGS

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

October 20, 2021

at 10:00 a.m. at 8334 Sandreed Circle, Parker, CO 80134

This meeting was available to the public at <https://zoom.us>

Meeting ID: 893 9638 8006 Meeting Passcode: 432981 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon and Judy Lavell attended in person.
Directors Prasad and Stewart were excused.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc.
Carolyn Steffl with Dietze and Davis, P.C. attended via Zoom.

THE AGENDA

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

PUBLIC COMMENT

There was no public comment.

PRESENTATION/DISCUSSION ON LONG TERM FINANCIAL PLANNING

Luis Tovar and Toby Austin discussed the District's financing options for long term capital improvements and water supply construction project costs. There was board discussion on the different options. Staff is gathering a citizen's advisory committee to discuss these options and provide their recommendation to the board. There was no board action necessary.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for November 16, 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: November 16, 2021

William C Thomas, sup.

RECORD OF PROCEEDINGS

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

November 16, 2021

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

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Om Prasad and Judy Lavell attended in person. Josh Stewart attended via electronic device.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; attended in person. Carolyn Steffl, Dietze and Davis, P.C. attended in 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, 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 meetings held October 14 & 20, 2021;
- Authorization of disconnect list dated November 12, 2021;
- Approval of checks numbered 21977 through 22017 listed on the revised check register provided at the meeting;
- Ratification of auto-payments to Xcel Energy, Century Link, and Payroll Specialists; and
- Disclosure of potential conflicts of interest.

Staff reviewed large item expenditures. Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Lavell, and upon vote, unanimously carried, the Consent Agenda was approved.

DIRECTOR ITEMS

Director Thomas requested that the shovel from the Walker Reservoir Groundbreaking be mounted or displayed on the wall of the meetinghouse. Staff will look into the options.

Director Thomas asked staff for an explanation of the mill levy calculation in regards to a residential home in the District. Staff and the Board discussed how the mill levy is applied to a home's assessed value.

Director Prasad expressed a concern with someone using a 4-wheeler in the open space adjacent to the meeting house. Staff is to look into signage postings to notify people of private property.

PUBLIC HEARING ON 2022 BUDGET

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board opened a public hearing to discuss the 2022 Budget for consideration.

Toby Austin and Luis Tovar discussed the proposed budget numbers with the Board and addressed Board questions. Tap fee revenue outlined on the 2022 Budget is conservative and the anticipated mill levy is to remain at 13.50 mills per property. Following discussion, Toby informed the Board there was an additional line item for the 2022 Election Expenses that would need to be included for \$50,000.

Having no further discussion, upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board closed the public hearing on the 2022 Budget.

CONSIDER RESOLUTION ON ADOPTION OF BUDGET AND APPROPRIATION OF FUNDS

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the Resolution to Adopt the 2022 Budget and Appropriate Funds pending finalization by staff to include the additional line item of Election Expenses for \$50,000.

CONSIDER RESOLUTION CERTIFYING 2022 MILL LEVY

Upon consideration and motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the Resolution Certifying the 2022 Mill Levy.

MANAGER'S REPORT

Luis reviewed items on the Manager's Report dated November 16, 2021. Luis briefly discussed the JWPP, the first Citizen's Advisory Committee, the meter replacement project Phase 1 and 2 and the federal and local funding legislation grant opportunities.

ACTION ITEMS

The Board considered the below action items for approval:

1. 2022 General District Management with Mulhern MRE, Inc.
 - a. Management - \$171,000 billed monthly at \$14,250
 - b. Accounting/Billing/Customer Service - \$141,000 billed monthly at \$11,750
2. 2022 JWPP Management with Mulhern MRE, Inc. - \$20,000
3. 2021-2022 Snow Removal – Baird Ground Maintenance – time and materials cost with an increase of hourly rate to \$105.

The Board discussed the Landscape Maintenance contract. Staff will verify the scope of services for the months services are provided and confirm at the next meeting for consideration.

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the action items listed above.

REPORTS

Dashboard – Toby Austin reviewed the dashboard graphs. There was no Board action.

Financial Report – Toby reviewed the financials through the end of October. A chart reviewing the proposed rates for 2022 was included in the packet for discussion. There was no Board action at this time.

Legal Report – Carolyn Steffl had no additional comments to her legal report.

EXECUTIVE SESSION

Per legal counsel, there was 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 Friday, December 10, 2021 beginning at 6:00 p.m. to be held at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: January 18, 2022
William C Thomas

RECORD OF PROCEEDINGS

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

November 16, 2021

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

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES

Directors present: Bill Thomas, Linda Dillon, Om Prasad and Judy Lavell attended in person. Josh Stewart attended via electronic device.

Others present: Luis Tovar, Toby Austin, and Kelly Conover, Mulhern MRE, Inc; attended in person. Carolyn Steffl, Dietze and Davis, P.C. attended in 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, 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 meetings held October 14 & 20, 2021;
- Authorization of disconnect list dated November 12, 2021;
- Approval of checks numbered 21977 through 22017 listed on the revised check register provided at the meeting;
- Ratification of auto-payments to Xcel Energy, Century Link, and Payroll Specialists; and
- Disclosure of potential conflicts of interest.

Staff reviewed large item expenditures. Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Lavell, and upon vote, unanimously carried, the Consent Agenda was approved.

DIRECTOR ITEMS

Director Thomas requested that the shovel from the Walker Reservoir Groundbreaking be mounted or displayed on the wall of the meetinghouse. Staff will look into the options.

Director Thomas asked staff for an explanation of the mill levy calculation in regards to a residential home in the District. Staff and the Board discussed how the mill levy is applied to a home's assessed value.

Director Prasad expressed a concern with someone using a 4-wheeler in the open space adjacent to the meeting house. Staff is to look into signage postings to notify people of private property.

PUBLIC HEARING ON 2022 BUDGET

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board opened a public hearing to discuss the 2022 Budget for consideration.

Toby Austin and Luis Tovar discussed the proposed budget numbers with the Board and addressed Board questions. Tap fee revenue outlined on the 2022 Budget is conservative and the anticipated mill levy is to remain at 13.50 mills per property. Following discussion, Toby informed the Board there was an additional line item for the 2022 Election Expenses that would need to be included for \$50,000.

Having no further discussion, upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board closed the public hearing on the 2022 Budget.

CONSIDER RESOLUTION ON ADOPTION OF BUDGET AND APPROPRIATION OF FUNDS

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the Resolution to Adopt the 2022 Budget and Appropriate Funds pending finalization by staff to include the additional line item of Election Expenses for \$50,000.

CONSIDER RESOLUTION CERTIFYING 2022 MILL LEVY

Upon consideration and motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the Resolution Certifying the 2022 Mill Levy.

MANAGER'S REPORT

Luis reviewed items on the Manager's Report dated November 16, 2021. Luis briefly discussed the JWPP, the first Citizen's Advisory Committee, the meter replacement project Phase 1 and 2 and the federal and local funding legislation grant opportunities.

ACTION ITEMS

The Board considered the below action items for approval:

1. 2022 General District Management with Mulhern MRE, Inc.
 - a. Management - \$171,000 billed monthly at \$14,250
 - b. Accounting/Billing/Customer Service - \$141,000 billed monthly at \$11,750
2. 2022 JWPP Management with Mulhern MRE, Inc. - \$20,000
3. 2021-2022 Snow Removal – Baird Ground Maintenance – time and materials cost with an increase of hourly rate to \$105.

The Board discussed the Landscape Maintenance contract. Staff will verify the scope of services for the months services are provided and confirm at the next meeting for consideration.

Upon motion duly made by Director Thomas, seconded by Director Lavell and upon vote, the Board unanimously approved the action items listed above.

REPORTS

Dashboard – Toby Austin reviewed the dashboard graphs. There was no Board action.

Financial Report – Toby reviewed the financials through the end of October. A chart reviewing the proposed rates for 2022 was included in the packet for discussion. There was no Board action at this time.

Legal Report – Carolyn Steffl had no additional comments to her legal report.

EXECUTIVE SESSION

Per legal counsel, there was 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 Friday, December 10, 2021 beginning at 6:00 p.m. to be held 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**

December 10, 2021

at 6:00 p.m. at 8334 Sandreed Circle, Parker, CO 80134

This meeting was available to the public at <https://zoom.us>

Meeting ID: 811 1743 3549 Meeting Passcode: 878895 Phone (346) 248-7799

ATTENDEES Directors present: Bill Thomas, Linda Dillon, Om Prasad and Josh Stewart attended in person. Upon motion duly made, seconded and upon vote, Director Lavell was excused.

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

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

PUBLIC COMMENT
There was no public present.

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

- Approval of the minutes from the regular meeting held November 16, 2021;
- Authorization of disconnect list dated December 7, 2021;
- Approval of checks numbered 22018 through 22042 listed on the revised check register provided at the meeting;
- Ratification of auto-payments to Xcel Energy, Century Link, and Payroll Specialists and wire transfers to Colorado Water Conservation Board and BOKF, NA for bond payments;
- Disclosure of potential conflicts of interest; and
- Designation of Posting Locations and Set Meeting Dates for 2022

Staff reviewed large item expenditures detailed on the check register. Following Board discussion and upon motion duly made by Director Thomas, seconded by Director Prasad, and upon vote, the Board approved the consent agenda with the exception of the Disconnect List dated December 7, 2021.

Upon motion duly made by Director Thomas, seconded by Director Prasad and upon vote, the Board unanimously waived the December disconnect list.

PUBLIC HEARING ON 2022 RATES
Upon motion duly made by Director Thomas, seconded by Director Stewart and upon vote, the Board opened a public hearing for discussion of the proposed 2022 Rates. Toby Austin reviewed the staff recommendations that were provided at the November 16, 2021 meeting, for a 2.5% increase in water usage

fees and a 3.5% increase in sewer usage fees. Following Board discussion, upon motion duly made by Director Thomas, seconded by Director Prasad and upon vote, the Board unanimously closed the public hearing on the 2022 Rates.

CONSIDER RESOLUTION ADOPTING 2022 RATES AND FEES

Upon motion duly made by Director Thomas, seconded by Director Prasad and upon vote, the Board unanimously approved the Resolution Adopting the 2022 Rates and Fees.

DIRECTOR ITEMS

There were no Director's items for discussion.

MANAGER'S REPORT

Luis reviewed items on the Manager's Report dated December 10, 2021. Luis provided an update on the JWPP. Legal staff directed that further discussion on the JWPP be under executive session. Luis and Toby discussed the 2022 Mill Levy Certification. At the November meeting, the Mill Levy was proposed at 13.500 mills. Douglas County assessment was finalized at the beginning of December showing an increase in assessed value thereby allowing a decrease to 12.500 mills. The Resolution approved in November authorized staff to incorporate these changes for certification.

Upon motion duly made by Director Thomas, seconded by Director Dillon and upon vote, the Board unanimously ratified the adjustment to the final certification of the mill levy of 12.500 mills based on the increased assessed value from Douglas County.

Luis also reviewed the action items for consideration.

ACTION ITEMS

The Board considered the below action items for approval:

1. **2022 District Operations** – Inverness Water and Sanitation District - \$15,333 per month
2. **2022 Landscape Services** – Baird Ground Maintenance - \$1,070 per month (March – October) and mowing of the 10acre parcel for \$655 per occurrence
3. **2021 Audit of Financial Statements** – Logan & Associates - \$5,800
4. **2022 Emergency On-Call Repairs** – C&L Water Solutions – Time and Materials

Upon motion duly made by Director Thomas, seconded by Director Prasad and upon vote, the Board unanimously approved the action items listed above.

REPORTS

Dashboard – Toby Austin reviewed the dashboard graphs. This is currently a work in progress and anticipates changes at the next meeting. There was no Board action.

Financial Report – Toby reviewed the financials through the end of October. There was no Board action at this time.

Legal Report – Carolyn Steffl had no additional comments to her legal report.

EXECUTIVE SESSION

At 6:45 p.m. the Board moved into an executive session pursuant to C.R.S Section 24-6-402(4)(b) and (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 agreements with CH2M regarding the JWPP Renovation project and operation of the JWPP water treatment plant.

This meeting was recorded.

The Board moved out of executive session at 7:25 p.m. Staff was directed to continue negotiations as discussed. Luis suggested that following any developments in negotiations, he would request a special work session for further discussion prior to the January 2022 regular meeting date.

ADJOURNMENT

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned. The next meeting is scheduled for Tuesday, January 18, 2022 to be held at the District Meeting House at 8334 Sandreed Circle, Parker, CO.

READ AND APPROVED BY THE BOARD:

Date: January 18, 2022

William C. Thomas