

# MORRISON CREEK METROPOLITAN WATER & SANITATION DISTRICT

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## RECORD OF PROCEEDINGS

The Board of Directors of the Morrison Creek Metropolitan Water & Sanitation District met on March 19, 2020 electronically online at 4 P.M.

Present: Mike Ratliff, Vice President  
Leah Wolf Martin, Treasurer  
Bob Woodmansee, Director  
Barbara Houston, Director

Also Present: Steve Colby, District Manager  
Tom Sharp, Counsel

-Mike Ratliff called the meeting to order at 4:00 P.M.

-Bob Woodmansee made a motion to adopt the following resolution:

BE IT RESOLVED that in order to comply with recommendations and to follow guidance issued by the Centers for Disease Control and Prevention and the State of Colorado and local authorities regarding the COVID-19 pandemic, the Board of Directors of the Morrison Creek Metropolitan Water and Sanitation District hereby resolves and ratifies the change of location of the March 20, 2020 Regular Meeting to an online meeting at <https://global.gotomeeting.com/join/496606565>, in accordance with the meeting agenda which was properly posted in accordance with the laws of the State of Colorado.

Barbara Houston 2<sup>nd</sup>. Pass.

### February Meeting Minutes

-Leah Wolf Martin 2<sup>nd</sup>. made the motion to accept the February meeting minutes as prepared and emailed to the Board. Bob Woodmansee 2<sup>nd</sup>. Pass.

### Financial Report

-Leah Wolf Martin made a motion to approve the February Financial Report and to ratify check #'s 15430 to 15452 inclusive and 3 ACH payments to the IRS and 2 ACH payments to Lincoln Financial. Bob Woodmansee 2<sup>nd</sup>. Pass.

### Managers Report

-The manager reported that the wastewater treatment plant permit renewal application has been submitted to the CDPHE.

-The WWTP study is underway. We are trying to determine how to proceed with getting preliminary effluent limits. Adam Sommers made a site visit and we are obtaining a proposal from James McCutcheon at CU for conducting a mixing zone study in the reservoir to replace the existing study that was done in 2008 that was a surrogate study. We have been working with Gabe Racz in Boulder on the WWTP permit renewal and the other issues with the WWTP work.

-The well permit application for the Blackhorse II (Well 11) site has been submitted to the DWR.

#### Attorneys Report

-Mr. Sharp reported that he had worked on the New Parcel agreement for Youngs Peak Estates to provide for the wells to be in the owner's name, the General Manager Employment Agreement and the Mutual Aid Agreement with Routt County.

-Melinda Sherman, DEO, has reported that Leah Wolf Martin and Barbara Houston were elected, by acclamation, to three-year terms ending in May 2023 and Robert G. Woodmansee was elected, by acclamation, to a two-year term ending in May 2022 to the Board of Directors of the District.

#### Old Business

-Leah Wolf Martin gave an update on progress in the search for a new District Manager. One onsite interview was conducted with William Meyer who came up from Denver. Two applicants withdrew the applications after online interviews and subsequent invites to come to the District for in person interviews. An online interview was conducted with Amber Briggs Beard from Texas who has been invited for an onsite interview and is scheduled to be here on March 23<sup>rd</sup>. Steve Colby will forward her resume to all Board Members.

-A proposed GM employment agreement prepared by Mr. Sharp was discussed. Leah Wolf Martin will compile the comments of the Board and Manager and send to Mr. Sharp for further revisions.

#### New Business

-Chris Catterson, auditor, presented the draft 2019 Audit Report, He reported no indications of fraud. Their will be the typical end of year adjustments. Several items were removed from capital assets because of obsolescence. The reserve account has been adjusted with 20% of tax and service fee revenue and tap and vault fees added to the balance. We have an unrestricted reserve ratio of 1.4 which equates to 17 months of reserve. The cash flow return in 2019 was 17%. Mr. Catterson will include a statement on Covid-19 and its possible effect on the Districts revenues in the report. The manager will prepare the managements Discussion and Analysis letter to be included in the audit report and Mr. Catterson will prepare the final audit.

-Routt County has requested that the District enter into an updated "Mutual Aid Agreement". The manager requested that Mr. Sharp review such agreement. Mr. Sharp has advised that the following sentence be added before we execute the agreement: "Support provided after the mutual aid period will require a WRITTEN cost share agreement between AND SIGNED by the requesting and providing Parties."

-Leah Wolf Martin mad a motion to approve the Mutual Aid Agreement with Routt County with the addition of the additional wording recommended by our counsel. Barbara Houston 2<sup>nd</sup>. Pass.

-CEBT Employers Health Insurance Renewal: The PPO 3 medical plans will increase by 6.5 % beginning 7/1/2020. There will be no increase to the dental coverage. The Board directed the manager to renew the current plans with no changes.

-Bob Woodmansee asked about a "Contingency Plan" for operating the district. The manager replied that we have instituted the advised guidelines by working separately, rotating manning the plant and office, disinfecting surfaces, doorknobs etc. and wearing personal protection as usual. In the event that all three

employees were to become so sick as to not be able to minimally operate then we would have ask other local entity's for help.

-Their being no further business the meeting was adjourned at 6:00 P.M...