

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 January 19, 2017 at the Offices of Sharp, Steinke, Sherman & Engle located at 401 Lincoln Avenue in Steamboat Springs, Colorado for their regularly scheduled meeting.

Present: Bob Woodmansee, President
Mike Ratliff, Vice President
Leah Wolf Martin, Director
Tavis Rodgers, Director
Paul Barry, Treasurer

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

-President Woodmansee called the meeting to order at 4:00 P.M.

December Meeting Minutes

-Leah Wolf Martin made the motion to approve the November meeting minutes as prepared and e-mailed to the Board. Tavis Rodgers 2nd. Pass.

Financial Report

-The financial report and check register were reviewed.

-Paul Barry made the motion to ratify the payments of check #'s 14315 to 14345 inclusive, 2 ACH payments to the IRS, 1 ACH payment to Lincoln Financial and 1 ACH payment to the Colorado Dept of Revenue and to accept the financial report. Mike Ratliff 2nd. Pass.

Managers Report

-The manager reported on water metering and well pumping for the Nov to Dec period. The record shows very little system loss for this period. The record indicates the total for 2016 is 7.6% loss. This includes any breaks, leaks, hydrant flushing etc.

-We have been monitoring the upper tank closely and trying to maintain a constant level between 8 and 9 feet of water.

-We received a report on the Screwpress demonstration from PTW. The end product averaged around 20% solids. The raw sludge averaged 3.6% solids. This is an average 95% capture. The estimated polymer cost is \$135/dry ton. The also provided a proposal for a 15 GPM unit. The cost is \$145,000. The manager will continue to research the options for our sludge removal needs.

-The manager has provide the yearend financial records to the auditor to begin the audit.

-The manager has been working with John Vanderbloemen to complete the documentation necessary to have the escrowed money associated with last fall's sewerlining project released. Mr. Vanderbloemen has submitted a total & final bill of \$6682. The proposal, subject to approval by the Stahls, is to pay Mr. Vanderbloemens bill from the \$9000 in escrow and return the remainder to the District.

-The manager is working on updating and completing standard operating procedure manuals and an administrative manual to cover all district operations.

Attorneys Report

-Mr. Sharp is awaiting the completed review of the proposed augmentation decree from HRS. He has had to request that the status conference scheduled for next week with the judge be moved to June.

-The due diligence filing on well 5 with the request to make parts of the decree made absolute at wells 2R & 10 made absolute has been submitted to the water court.

-The opposition to the Overland spring water right filing has been submitted. There will be a conference with the division engineer and the applicants.

Old Business

-2016 Sewerlining project. We have received the missing information and test results from the contractor. A punch list has been developed for a few minor items in the manholes. The manholes will be reinspected in the spring before the final payment is made. Based on the current status the engineer is recommending a further reduction in retainage of \$13,167 per the Pay Estimate # 2. The manager recommends approval of Pay Estimate # 2.

-Tavis Rodgers recommends approval of Pay Estimate # 2 in the amount of \$13,167 for the 2016 Trenchless Sewerline Rehabilitation Project. Paul Barry 2nd. Pass.

New Business

-Annual Employee Review. The manager has conducted review interviews with his two employees and is satisfied with their reliability and performance. He is recommending a 3% raise in their salaries. District staffing was discussed extensively. The manager discussed the need for administrative help to provide for good customer service and to ensure a smooth transition when the manger retires. Mr. Queen is interested in becoming full time and the manager suggested that he might be a good fit for assuming the bookkeeping work. This was part of his original job description.

It was decided that Mr. Queen will begin learning the bookkeeping duties and continue to work on an hourly basis as needed. The situation will be reviewed regularly with the possibility of Mr. Queen becoming full time.

-Leah Wolf Martin made the motion to increase all employee wages 3% effective with the next pay period. Mike Ratliff 2nd. Pass.

-Tavis Rodgers made the motion to pass the resolution designating the 3rd Thursday of every month at 4 PM for regular Board of Directors meetings for the MCMWSD. The meetings will take place at the offices of Sharp, Steinke Sherman & Engle located at 401 Lincoln Avenue in Steamboat Springs. Notice of the meetings and Agendas will be posted at the following locations. The exterior of the District Office located at 24490 Uncompahgre Road in Stagecoach, The bulletin board at the Routt County Clerk & Records office, the Stagecoach Townhome Gazebo, the mail boxes at Eaglesnest Townhomes at the intersection of CR 212 & CR 16, the mail boxes at the intersection of Barr Trail & CR 16, the mail boxes In Eagleswatch on CR 212. Leah Wolf Martin 2nd. Pass.

-Their being no further business the meeting was adjourned at 8:00 P.M...