

# 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 21, 2020 at the Offices of Sharp, Steinke, Sherman & Engle located at 401 Lincoln Avenue in Steamboat Springs, Colorado at 5 p.m. or online with GoToMeeting at <https://global.gotomeeting.com/join/127949445>, for regularly scheduled meeting.

Present: Tony Borean, President  
Mike Ratliff, Vice President (Via Phone)  
Leah Wolf Martin, Treasurer (Via GoToMeeting)  
Jim Kinser, Director (Via GoToMeeting)  
Barbara Houston, Director

Also Present: Geovanny Romero, District Manager  
Tom Sharp, Legal Counsel  
Adam Summers (Engineer consultant) (Via GoToMeeting)

-Tony Borean called the meeting to order at 5:00 P.M.  
- Director Ratliff Nominated Jim Kinser to fill the vacancy left by Director Woodmansee. Mr. Kinser will fulfill the duty of Director until the end of previous director's term in 2024. Director Houston 2<sup>nd</sup>. Pass

### Meeting Minutes

- Director Ratliff made a motion to approve the ratified minutes of the November 20 board meeting. Director Kinser 2<sup>nd</sup>. Pass  
- Director Ratliff made a motion to approve the December 18<sup>th</sup> regular meeting minutes. Leah Wolf Martin 2<sup>nd</sup>. Pass.

### Financial Reports

- The financial report and check register were reviewed by the Board. Director Wolf Martin had a few questions regarding some check reprints. The District Manager stated that some checks had to be reprinted since the originals were not cashed.  
- Director Leah Wolf Martin made a motion to approve the issuance of check #'s 15812 to 15820, and 15825 to 15838 one ACH payments to the IRS and CDPHE. Director Ratliff 2<sup>nd</sup>. Pass.

### Attorney's Report

- General Counsel Sharp stated that during the month of January he helped with the vetting and hiring of the bond counsel along with the District Manager. The District Manager followed Counsel Sharp by asking the Board to introduce a motion to hire Lisa Mayers as the District's new bond counsel.

Director Ratliff made a motion to hire Lisa Mayers to work with the bond issue for the district. Director Houston 2<sup>nd</sup>. Pass

#### District Managers' Report

- The District Manager stated that the District has developed a more consistent and predictable on call schedule in which an employee is on an "on call status" during assigned times. This schedule ensures that someone is always looking after the District's facilities even during weekends and holidays. The District manager has assigned a mobile phone which is in possession of the on-call employee that is linked to the Routt County 911 system in case of emergencies.
- The District Manager consulted with the Directors about options the District could pursue in the event that a customer is unable to pay their water and sewer bill due to COVID-19. Directors agreed that the matter will be addressed case by case if the issue arises.
- The District Manager stated that there will potentially be several construction projects withing the District in 2021. Two possible projects in South Shore, 1 possible project in Morning side, 3 projects in Neighborhoods of Young Peak and a possible development of 14 lots at the Snokomo filing 2 subdivision.
- A drinking water report was provided by the District Manager. The percentage loss of drinking water was of 3.1% which is actually particularly good. Some of the loss is attributed to a leak found near the Ski Mountain base and the flushing of some hydrants.
- The District Manager stated that all water and wastewater systems are currently in working order. Maintenance is still being performed daily. The mild winter has allowed staff to work more at the wastewater treatment plant and catchup on maintenance.
- The end of 2020 Financial Report was reviewed by the District manager. A detailed explanation was provided for the items that appeared to be over budget. The end balance of the 2020 budget was favorable for the district.

#### Old Business

- Wastewater treatment plant replacement: Mr. Adam Summers the Engineer consultant stated that the District has been awarded another grant for \$165,000. This is great news since, in addition to the previous grant, the engineering design for the new wastewater treatment plant could be covered. Mr. Summers mentioned that the next step the District should take is to finalize a contract with his firm for the final design. The final design will include architecture and office interior design. Director Houston made a motion to authorize the President of the Board to sign a contract with Aquaworks upon the revision of the contract by the General Counsel and the District Manager. Director Ratliff 2<sup>nd</sup>. Pass
- The District Manager stated that significant compliance tracking is being developed to present to the Department of Agriculture (USDA) as part of a grant application. The district's current accounting system does not meet the format in which granting agencies need to see the District's finances. Therefore, the District Manager along with the staff will have to reorganize the current budget as well as try to reallocate funds for the previous year.

- Several sources to fund the replacement of the wastewater treatment plant have been identified, said the District Manager. Now the District needs to come up with a way to pay back all the granting/loaning entities. The District Manager mentioned that the District could seek the collection of availability of services fees once debt has been acquired. Also, the District is in the process of recruiting a non-profit firm to help with a new rate study which will determine whether an increase of rates and/or tap fees should be increased.
- The structural engineer is finalizing his portion of the Lift Station Final Plans by the last week of January. The Final Plans will then be sent to Duckels Construction for cost re-evaluation. If the new quote is satisfactory and the District approves of it, a notice of award can be issued to the contractor for construction of the lift station.
- The Secondary Mixing Zone Study is in progress. The District is currently releasing the dye through its effluent. Daily tests and calibrations are being performed at the plant to ensure quality data. The environmental scientist will be returning in a few weeks to perform the data collection throughout the entire reservoir. The District Manager mentioned that he was able to obtain a \$15,500 grant from the Upper Yampa Water conservancy for the project as the data collected will be of great importance for all entities storing water at Stagecoach Reservoir.
- The District would like to purchase cost tracking software that will provide accurate spending data. Currently the District can only account for actual dollars spent, but it cannot track personnel hours, materials, contracts or cost associated with its assets and maintenance. The District Manager asked the Board to approve the purchase of Pub-Works asset management software. Director Ratliff made a motion to authorize the District manager to purchase a membership with Pub-Works software. Director Houston 2<sup>nd</sup>. Pass

#### New Business

- The addition of an Office Manager was discussed by the District Manager and the Board. The District Manager had finished the job description as well as the compensation schedule. With no objections or comments from any of the Board Members, the District Manager will proceed to advertise the job. The opening will be a non-benefited, part-time job to start until the District identifies future needs. Director Wolf-Martin made a motion to authorize the District manger to hire an individual to fill the office manager/admin assistant opening at the district. Director Ratliff 2<sup>nd</sup>. Pass
- The District Manager addressed Mr. Charles and Emily Jones' water bill. The Jones family had a water leak at their property in October. Due to the amount of water leaked, their water increased to \$1,483. The Jones family asked to be charged at a lesser rate. The board decided to maintain the regular fee schedule, however the Board will allow payments for a period of one year with no late fees. Director Wolf Martin made a motion to allow the Jones family to make payments over the period of one year with no late fees for their water bill. Director Houston 2<sup>nd</sup>. Pass
- The Board reviewed the auditor engagement approval letter. The Board will have Catterson Auditing Services conduct the District's 2020 audit. Director Ratliff made a motion to authorize the district to enter into an agreement with Catterson & Company for its yearly governmental audit. Director Houston 2<sup>nd</sup>. Pass

- The District Manager stated that the yearly reviews for personnel had taken place. Though it had been a short period for rating time, the District Manger set clear expectations and work goals. Simultaneously, the District manager reminded the staff that they should feel free to address the Board if they felt that the District Manager was not performing adequately.

- There being no further business the meeting was adjourned at 19:00.