

# 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 December 17, 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)  
Bob Woodmansee, Director (Via GoToMeeting)  
Barbara Houston, Director

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

-Tony Borean called the meeting to order at 5:00 P.M.

### Meeting Minutes

- Director Mike Ratliff made a motion to approve the November 19<sup>th</sup> regular meeting minutes with the exception regarding Director Woodmansee's resignation date. 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 questions about Check # 15767. Check was a refund to an overpayment from the Vesper Family  
- Director Leah Wolf Martin made a motion to approve the issuance of check #'s 15758 to 15810, one ACH payments to the IRS. Director Barbara Houston 2<sup>nd</sup>. Pass.

### Attorney's Report

- Legal Counsel advised the Board members that he had held a meeting with the District Manager to begin strategizing the District's upcoming ballot initiative.

### Managers' Report

-The District Manager stated that the District is currently working with the Division of Water Resources to determine if the permit for Well #11 would have to be reapplied for or extended since the project has been

postponed until spring of 2021. The District Manger stated that, depending on the type of winter and snowpack, the District might be able to drill earlier in the spring. The District Manager would determine by the end of March whether the early spring drilling would be a viable option, otherwise he would start the process of extending the permit.

- The District's 2021 Budget was submitted to Routt County on time. The County acknowledged receipt and issued acceptance.

- The sewer repair final stage has been postponed until the Spring 2021. The contractor in charge of placing the liner on the repaired section will not be able to make it back to Colorado until then. Work will resume once the contractor can safely perform work in our district.

- The District Manager conducted a meeting with April Sparks, the new representative for the Stagecoach Homeowners Association. The purpose of this meeting was to provide April with history on the District, current operations and the upcoming challenges that the District will face in the near term. The District Manager gave April a tour of the current facilities and showed her a few of the planned projects. The District Manager also informed the Board that he had drafted a small article for the association's newsletter.

- Direct deposit for employee's accounts was discussed. The District Manager inquired about the existence of a reason for which the district was not paying their employees via direct deposit. The Board did not have objections to direct deposit. The District Manger will start the procedures to have employees paid via direct deposit.

- A 5-year Capital Improvement Plan is being developed by the District Manager. The Plan will be developed over the next few months. The Manager will try to have a first draft completed by the end of January.

#### Old Business

- Wastewater plant: Mr. Adam Summers provided his update on the receipt of the EIAF Grant awarded to the District by the Department of Labor and Affairs (DOLA) for \$100,000. Mr. Summers explained that this is a great deal for the District since the grant could be used as a match other Grants.

The District Manager working along with Mr. Summers completed and submitted the USDA Grant/Loan application. It was a long process which started with the previous District Manager. Mr. Summers expects to have comments from the USDA as they process the application. The District applied for \$4,750,000. The USDA will later determine how much of the total amount could be given as grants or loans.

The District Manager is also researching potential bond attorneys to explore funding mechanisms and their TABOR obligations.

- A secondary mixing zone study and its necessity based on the permit type was again discussed with Mr. Summers. The secondary mixing zone will be using a tracer element which will provide lateral mixing data within the waters of the reservoir. Director Wolf Martin agreed that this study is needed and that regardless of the outcome, it would be beneficial to have the data. The secondary mixing zone study will be conducted in the winter as the last study was performed in the summer. Mr. Summers also explained the possibility of an alternate method where the District could extend the discharge pipe further into the reservoir to access the entire reservoir as a mixing zone. The cost of this alternative is still unclear, but it could possibly be rolled up within the construction of the new wastewater treatment plant.

Director Mike Ratliff made a motion to authorize the General Manager for the expenditure of the secondary mixing zone study as long it does not exceed \$35,000, Director Leah Wolf Martin 2<sup>nd</sup>. Pass

- Ballot Initiative: Mr. Tom Sharp stated that the District will likely have to have a vote from the constituents to accept the debt by the District and a second initiative to raise the Mill levy. This is due to the fact that the District is not an “Enterprise” because more than 10% of its revenue comes from property taxes. The District will need to decide whether they want the County to run our initiative along with their elections in the month of November or if the District wants to run the elections on its own. Regardless of which way the District decides to move forward, the District must be proactive and begin movement towards this initiative as soon as possible. A financial package assessment representing the size of the proposed mill levy should be ready. A bond attorney must be brought up on board to determine that amount. One of the items Mr. Sharp emphasized, is that the District needs to decide how much of the loan should be backed by the increase in mill levy. The increase in the mill levy should be enough to cover the entire loan without counting on pending grants. Mr. Sharp also informed the Board that a “Availability of Services fee” could be implemented for all the lots that could be serviced by the District and that are currently vacant.

- The final design for the new lift stations is not yet ready. The District’s engineering contractor, CDC, is currently working on the final design and it should be ready late January. The consultant did send an updated tentative cost for the overall project. Once final design has been reached, Duckels Construction should be providing the District with a final price for the entire project. The District Manager spoke on the phone with a representative from Duckels Construction and confirmed that the updated cost provided by CDC is accurate.

- The District Manager addressed the Leave and Holiday Policy to be adopted by the District upon requested changes by Directors. The District Manager clarified that the distribution and collection systems are managed 7 days per week and 24hours per day regardless of the time of the year. The District Manager also specified that as he assessed the needs of the District, he is drafting a more regular “on-call” schedule that would ensure all tests are being performed and safe water being distributed. Director Woodmansee made a motion to adopt the revised Leave and Holiday Policy. Director Ratliff 2<sup>nd</sup>. Pass.

- The Board discussed once again what should be done with the Berger family’s \$1,800 dollar water bill. The General Manager presented evidence that the meter is working correctly, and another reading had been taken weeks after the last reading to ensure its functionality. The Board decided not to forgive the pending bill or reduce the rate of billing but instead the Board will allow payments over a 1 year period with no late fees. Director Wolf Martin Made a motion to allow the Berger family to pay their outstanding water bill over a period of 1 year with no late fees or interest. Director Houston 2<sup>nd</sup>. Pass

#### New Business

- Award of the construction contract to Duckels Construction for the replacement of the meadow Green Lift Station has been pushed to January if all documents are ready.

- The District Manager addressed the cost-of-living adjustment and compensation for employees during 2021. He asked for a minimum of a 3% increase to the employee’s salaries. He also requested that their compensation be studied since he believes the District is currently not competitive with other agencies around the County. The District Manager asked for permission to conduct a salary survey to provide its employees with more competitive salaries. The Board members decided to award a 5% increase to the employee’s salaries during 2021 and allow a salary survey by the District Manager.

Director Houston made a motion to increase employee's salaries by 5% in 2021. Director Wolf Martin 2<sup>nd</sup>. Pass

- The addition of a new employee to the Morrison Creek District was discussed by the District Manager. After assessing the needs of the District, it is apparent that the office administration is the greatest need. The District Manager stated that he has had several conversations with the existing employees, and they all concurred that an Administrative Assistant/Office Manager is the greatest need for this position. The proposed position will be a part-time (25-30 hours/week) to start and to later determine if more help is needed. The District Manager will be drafting the job description and pay range and present it to the Board at the January Board Meeting.

- The uniformity and identification of District personnel were discussed by the Board. The District Manager addressed that currently the employees do not have the proper identification or uniform. The lack of this uniformity in addition to wearing masks, have the potential to make citizens feel unsafe if they see our personnel walking around their properties. District rules clearly state that District employees can enter District properties while conducting operations while properly identified. The General Manager stated that uniforms and identifications will be provided to District employees.

- Mr. Sharp mentioned that Director Wolf Martin had applied to be a board member of the Upper Yampa Water Conservancy District Board (UYWCD). Mr. Sharp asked the President of the board to draft a letter of recommendation from the Morrison Creek Water and Sanitation District to Judge O'Hara who will appoint the next board member.

Director Ratliff made a motion to authorize the District to recommend Director Wolf Martin for the UYWCD board. Director Houston 2<sup>nd</sup>. Pass. Director Woodmansee abstained from voting due to conflict of interest.

- Director Wolf Martin asked about the licensing needed to operate the wastewater treatment plant. The District Manager stated that for the month of January, the District can still use Steve Colby's license. Also, one of the District's employees will be testing to obtain his B license in January. If the employee passes the test, the District will use his license and his salary will be adjusted accordingly.

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