

# 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 16<sup>th</sup>, 2021 at the Offices of Sharp, Steinke, Sherman & Engle located at 401 Lincoln Avenue in Steamboat Springs, Colorado for their regularly scheduled meeting. Also, available online at <https://global.gotomeeting.com/join/858019309> ; Join by phone [+1 \(571\) 317-3112](tel:+15713173112) , Access Code 858-019-309

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

Also, Present: Geovanny Romero, District Manager  
Tom Sharp, Legal Counsel  
Adam Summers, Engineering Consultant

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

### Meeting Minutes

-Director Ratliff made a motion to adopt November's meeting minutes. Director Kinser 2<sup>nd</sup>. Pass

-Director Fox made a motion to adopt December's Special meeting minutes. Director Kinser 2<sup>nd</sup>. Pass

### Financial Report

-The November financial statements were reviewed by the board. Director Wolf Martin made a motion to accept checks 16235 through 16247 and 16249 through 16266 inclusive of the EFT and ACH payments. Director Fox 2<sup>nd</sup>. Pass

### Attorney's Report

-Mr. Sharp mentioned that he had received a notice for the deadline for submitting an application for the due diligence for the water rights of wells, 3,4,6 and 7. Mr. Sharp asked the board to consider making a motion authorizing him to submit the application.

Director Ratliff made a motion to authorize the district's attorney to submit an application for the due diligence for the water rights concerning wells 3,4,6 and 7. Director Kinser 2<sup>nd</sup>. Pass

-Mr. Sharp reported to have been working along the district's manager on several conditions to fulfill the loan/grant application for USDA. Also, he mentioned giving the district's manager guidance regarding the development of the "Market Place" currently owned by Christopher Wittemyer.

-The district attorney mentioned that the agreement between the district and the pumper contractor had been drafted and ready for signature of the district's manager and the owner of the pumping company.

Director Wolf Martin made a motion to authorize the district's manager to sign the revokable license agreement on behalf of the district. Director Ratliff 2<sup>nd</sup>. Pass

#### Old Business

- Mr. Summers informed the board that the preconstruction engineering phase for the new wastewater treatment plant project is complete. The engineering and design have been turned in to the USDA and CDPHE for review and comments. If approved by both agencies, the district could move forward with the procurement of the project. While the district is still on a good timeline, due to supply chain issues in 2021, Mr. Summers asked the board to consider making a down payment on the metal structure that will house the new wastewater treatment plant. The vendor that he recommends using, has committed to honoring his initial quote if the district pays such a down payment. This will place the districts building in production and will most likely arrive on time when needed.

Director Wolf Martin made a motion to allow the president of the board to sign a contract for pre-pay of the metal building upon review and approval by the district's attorney. Director Kinser 2<sup>nd</sup>. Pass

#### New Business

-The district manager addressed the increase in price of "tap fees" as part of the rate study. He mentioned that the consultant hired had recommended an increase to \$10,000 for water tap and \$10,000 for sewer tap since it is the sewer system that is driving the increase in fees. Director Borean stated that he would like to have an approach similar to the one used by the City of Steamboat Springs in which homes with more fixed drainage units (FDU) contribute more to the system. The district manager said that he would look into that model over the following month and will report back to the board.

Director Borean also mentioned that looking into the future of the district, the members of the board should start thinking about what should be done with people who are currently served by the "vault" system in the event their properties could be served by a main service line. He stated that the board should consider not charging a tap fee to those new lots since they have already paid for a "lot owner agreement" which serves a similar purpose. The district manager agreed with Director Borean and stated that a sewer tap should not be charged but a water tap should still be applicable.

- The district manager asked the board to allow a 3% increase in the salaries of all employees in 2022 to maintain salaries at the same level of inflation of local economy. Additionally, employees who are in a responding status 24 hours/day, will be able to utilize a district vehicle which will save them on fuel costs while providing the district with a quicker response to emergencies.

Director Ratliff made a motion to raise salaries of all employees 3% for the year 2022 effective January 1<sup>st</sup>. Director Wolf martin 2<sup>nd</sup>. Pass.

-Mr. Sharp asked the board to consider adopting the USDA's RUS Bulletin 1720-27 (Loan Resolution) to follow the USDA's compliance schedule and to continue to be eligible for funding.

Director Wolf Martin made a motion to adopt USDA RUS Bulletin 1720-27. Director Fox 2<sup>nd</sup>. Pass

-Mr. Sharp recommended that the board adopts the USDA's RUS Bulletin 1780-12 (Water and Wastewater Grant Agreement). The district manager stated that this is a requirement from USDA to the district to be able to accept USDA grants.

Director Fox made a motion to adopt the USDA's RUS Bulletin 1780-12 Water and Wastewater grant Agreement. Director Kinser 2<sup>nd</sup>. Pass

### Manager's Report

- The district manager informed that his staff is currently working on a new website for the district. The goal is to have a more interactive and friendly platform that would allow customers easier navigation and provide more information while complying with special districts information rules. The district will commit around \$1500/year for the new website.

- The district manager stated that the engineering budget for the Meadow Green Lift Station project had now been over the budgeted amount. Due to the multiple delays, engineering fees kept adding up. So far, the district is \$2,000 over budget. The district manager does not believe any more engineering fees for this project will be accrued since the project has been terminated.

-The district manager mentioned that activity has been resumed at the Stagecoach Market Place parcel. The current owners are trying to figure out water and sewer details in order to move forward with the development of the marketplace. The owner had inquired about their past development project where they had installed water and sewer to the lots. The owner had questions about acceptance by the district and warranty periods. The district manager communicated to the owner that the project conducted in 2006 had never obtained a final approval by the district and they would have to go through that process.

- The district manager told the board that the water engineering consultants had completed the water quality and quantity tests for the new Well 13. The district manager stated that, upon approval of the CDPHE, he would like to have this project started in the spring of 2022.

- No other new business was addressed

The meeting adjourned at 6:45pm.

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Geovanny Romero, Secretary