

# 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 20<sup>th</sup>, 2022 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 (Via Goomeeting)  
Jim Kinser, Director (Via Gotomeeting)

Also, Present: Geovanny Romero, District Manager  
Tom Sharp, Legal Counsel

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

### Meeting Minutes

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

### Financial Report

-Director Ratliff had a question about two checks issued to Duckels Construction during the same period. The district manager answered that those checks corresponded to two payment applications for the new lift station project.

- Director Ratliff had a question about two checks issued to Aquaworks during the month of December. The district manager stated that those payments were for the engineering of the wastewater treatment plant. He had requested December's billing sooner so that he could apply for reimbursement from the State before the end of the year.

-The December financial statements were reviewed by the board. Director Wolf Martin made a motion to accept checks 16267 and series 16277 through 16303 and 16305 through 16311 inclusive of the EFT and ACH payments. Director Ratliff 2<sup>nd</sup>. Pass

## Attorney's Report

-Mr. Sharp mentioned several legal consultations over the phone with the district manager.

-Mr. Sharp also informed the board that one of the items worked on with the district manager was another request for lot consolidation. Mr. Sharp stated that some of the lines drafted on the future plat encompassed easements inside a parcel that appeared to be common area. Mr. Sharp had requested that the owner of those lots provide proof of ownership.

-Mr. Sharp mentioned that the over appropriation of the Yampa letter sent by the State Engineer has no impact upon the district. Mr. Sharp said that since most of the lots in the district were platted prior to 1973 and the districts municipal wells are covered by its augmentation plan, the district is not hindered by the over appropriation at this time.

### Old Business

- Wastewater treatment plant update: The district manager stated that the engineering for the construction of the new wastewater treatment plant has been completed. The design and all necessary documents have been turned into the USDA review committee where it is currently being analyzed. The district manager stated that the USDA is also reviewing a legal document before they can issue the memo that would allow the district to begin the procurement process for the wastewater treatment plant project. He said that that the district is on a "stand-by" mode until the district is told to proceed.

- The district manager also mentioned that the district is still pursuing funding through the State Revolving Fund as well as from the infrastructure bill through CDPHE. He mentioned that he had held several meetings with the state's finance representatives to secure alternate financing in case the project exceeds the budgeted amount.

- Mr. Sharp advised the board to go ahead and adopt Resolution 2022-01 (currently under review by USDA) which accepts the debt by the district through its enterprise upon review and acceptance by the district's legal counsel and general manager. Director Kinser made the motion to adopt resolution 2022-01. Director Wolf Martin 2<sup>nd</sup>. Pass

-Tap Fees: The district manager presented the new way in which the district would be assessing tap fees for new homes. The new system is a fairer way to charge homes for their connection to the water and sewer system, the district manager stated. The model awards a point system which increases with the amount of impact a new build takes on the system. This model is now being used by the City of Steamboat Springs and Mount Werner Water and Sanitation District and other municipalities. The district manager asked the board members to take some time to become more familiar with the model. The district manager will do more research on this method and will discuss during the next board meeting.

### New Business

-The district manager asked the board to pass a motion to allow the district to engage with Catterson & Company, PC for the district's annual government financial audit. Director Wolf Martin made a motion to allow the district to engage with the auditor for the district's yearly audit. Director Ratliff 2<sup>nd</sup>. Pass

-The district manager informed the board that he had conducted end of the year employee reviews for all staff. There were no major issues to report, the environment appears to be productive and friendly within the entire staff. The members reported to be in accordance with all benefits offered by the district and had no other requests at this time.

### Manager's Report

- An infiltrating leak was found at the new emergency tank for the new lift station. The contractor (Duckels Construction) has been notified and assigned a crew to repair it (under warranty) in the upcoming days. The district will be monitoring the amount to ensure it does not affect the capacity for the tank.

-The district manager informed the board the Well #10 has been taken offline due to a damaged pipe at the well head. He stated that the district had attempted to repair it but the required parts are approximately 2 weeks for delivery. Once the required parts arrive, the district staff will attempt to repair it once again.

-The new website for the district is currently under construction, the district manager informed that the website should be completed by the mid-March.

- The district manager stated that he would be participating in the County's "Stagecoach development" open house. The manager stated that he would like to be present in the meeting to ensure accurate information is distributed about the Water and sewer infrastructure and its future.

-The district manager informed the board that he had held a meeting with Routt County Planning, Chris Wittemyer and his engineering team. The purpose of the meeting was to identify the requirements and steps to accept the improvements conducted at the "Market Place" site. The district manager stated that an inspection of the infrastructure would be completed by the district prior to acceptance. The legal counsel is to prepare the documents for acceptance for the next board meeting.

-The district manager said that he had actively been working with the County to become part of their Hazard Mitigation Plan. The plan will allow the district to be a recipient of grants for hazards mitigation and County representation stated the district manager. He also mentioned that he is preparing a resolution to be adopted by the board to allow this process.

- No other new business was addressed

The meeting adjourned at 6:45pm.

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Geovanny Romero, Secretary