

MWSD Board Meeting Minutes

March 6, 2018

- 1) Call meeting to order and verify quorum.
 - a. Meeting called to order at 7:00 PM.
 - b. Directors Beley, Carter, Kisner, and Wade were in attendance. Manager Pfohl, Office Manager Warinner and Attorney Lindholm were also in attendance. Director Swanson was excused absent. Ms. Stephanie Costonis, Diane Patterson, Anthony Head, John Ross and Danna Spindel attended as scheduled guests. There were no unscheduled guests.
- 2) Approval of meeting minutes.
 - a. Director Kisner moved to approve the February 20, 2018 meeting minutes. Director Wade seconded and the minutes were approved.
- 3) Treasurer's report.
 - a. Director Kisner presented the Accounts Payable Authorization of \$5,180.92. Director Kisner moved for approval of the payables. Director Beley seconded and the payables were approved.
- 4) Scheduled guests.
 - a. Ms. Costonis requested an adjustment to the 11552 Hannah Drive curb stop repair bill.
 - i. The Saylor invoice for the work completed is \$4,975. The District has agreed to pay \$1,200 of this to cover the costs of moving in a PC 150 that was not used. The amount due from Ms. Costonis is \$3,775.
 - ii. Ms. Costonis requests that the amount due be reduced to \$1,000 due to the issues listed in her February 16, 2018 letter.
 - iii. The Directors questioned Ms. Costonis, Mr. Pfohl and Ms. Warinner on the communications and actions taken by the District and the property owner.
 - iv. The Directors concluded that Ms. Costonis is contesting the amount of the invoice, but is not contesting her responsibility for paying it.
 - v. The Directors agreed to reduce the amount of the invoice. This action is recorded in the Board Actions section of these minutes.
 - vi. The Board directed Mr. Pfohl to send Ms. Costonis a letter confirming their decision.
 - b. Danna Spindel and John Ross discussed development options for the multi-residential property at 12031 Country Club Drive.
 - i. John Ross gave a brief overview of the development they are considering. Their plan is to build six 2-unit buildings for a total of 12 connections to the District's facilities.
 - ii. The Board stated that at this point in time the District has the capability to add 12 single family equivalents to the District's facilities.
 - iii. The Board explained the need for a water and wastewater service plan that must be prepared by the property owner's engineer and approved by the District's engineer.
 - iv. The Board explained that a water and wastewater service agreement would be needed to document the details of the development and the responsibilities of the property owner and the District. This document must be prepared by an attorney, approved by the District's attorney and filed with Jefferson County.
 - v. The Board explained that the property owner will need to fund an escrow account held by the District to cover District staff and consultant costs associated with the project. The Board will set the amount of the escrow account based on the scope of the project.
 - vi. The Board suggested that the property owner review the District's website to become familiar with the District Rules & Regulations and the District's Rates & Fees.
- 5) Manager's report.
 - a. Mr. Pfohl presented and discussed the February 2018 Administration Report.
 - i. Item 18 – The computer and office furniture projects will be over budget due to scope of work additions to network computers, programs and printers.
 - ii. Item 21 – Ms. Warinner updated the Directors on the election process.

- b. Mr. Pfohl presented and discussed the February 2018 Operations Report.
 - i. Item 1 - The water loss graph shows significant improvement over the last 3 months.
 - ii. Item 3 - The WWTP ammonia and flow graphs show excellent compliance with CDPHE standards.
- c. Mr. Pfohl presented and discussed the February 2018 Project Status Report.
 - i. Mr. Pfohl presented the wastewater main cleaning and inspection project authorization form for the Board's approval and requested approval of the JMAX LLC estimate.
 - ii. Mr. Pfohl presented the water storage tank #3 coating project authorization form for the Board's approval and requested approval of the M&M Tank Coating Company quote.
 - iii. Mr. Pfohl presented the augmentation pond repair project authorization form for the Board's approval.
- d. Mr. Pfohl presented and discussed the January 2018 Budget Report.
 - i. Summary graph shows \$55,306 revenue in January.
 - ii. Summary graph shows \$46,127 expenditures in January. Note that \$3,775 of these are reimbursable expenditures.
- e. Mr. Pfohl presented the wastewater testing policy for the Board's approval.
- f. Mr. Pfohl presented the wastewater treatment plant operating plan for the Board's approval.
- g. Mr. Pfohl presented 8 wastewater testing procedures for the Board's information.

6) Attorney's Report

- a. Mr. Lindholm updated the Board on the status of the Augmentation Plan revision.

7) Board actions.

- a. Director Beley moved to reduce the amount of the Saylor Invoice that is Ms. Costonis' responsibility from \$4,975 to \$3,275. Director Kisner seconded and the motion passed.
- b. Director Beley moved to approve the wastewater main cleaning and inspection project and sign the JMAX contract. Director Carter seconded and the motion passed.
- c. Director Carter moved to approve the water storage tank #3 coating project and sign the M&M Tank Coating Company contract. Director Beley seconded and the motion passed.
- d. Director Beley moved to approve the augmentation pond repair project and sign the H&S Excavating contract. Director Wade seconded and the motion passed.
- e. Director Carter moved to approve the wastewater testing policy. Director Kisner seconded and the motion passed.
- f. Director Carter moved to approve the wastewater treatment plant operating plan. Director Kisner seconded and the motion passed.

8) Other business.

- a. There was no other business.

9) Documents signed.

- a. February 20, 2018 meeting minutes.
- b. Checks.
- c. March 6, 2018 Accounts Payables Authorization
- d. Wastewater main cleaning and inspection project authorization form.
- e. JMAX LLC contract.
- f. Water storage tank #3 coating project authorization form.
- g. M&M Tank Coating Company contract.
- h. Augmentation pond repair project authorization form.
- i. H&S Excavating contract.
- j. Wastewater testing policy.
- k. Wastewater treatment plant operating plan.

10) Director Carter moved to adjourn. Director Beley seconded and the meeting was adjourned at 9:50 PM.


Andy Carter
Secretary