

**ROUND MOUNTAIN WATER AND SANITATION DISTRICT**  
**Regular Board Meeting Minutes**  
**October 3, 2019**

Call to Order – Meeting was called to order by Charles Bogle at 2:00 p.m.

Roll Call – Board Members Charles Bogle, Steve Lasswell, Greg Smith, Randy Wilhelm and Leslie Parkes

Visitors: Tracy Ballard, The Valley Beat and C.J. Goebel (arrived at 3:20 p.m.)

Pledge of Allegiance

Public Input – (15-minute period for brief comments to the Board or to request to be placed on a future agenda. Time limited to 3 minutes per speaker)

Additions to the Agenda for the October 17, 2019 Meeting

1. Executive Session Conference Call with the Water Attorney and Water Engineer at 3:00 p.m. Pursuant to 24-6-402 (4)(b) C.R.S.
2. 2020 Budget draft
3. Resolution 2019-4 Bulk Water set up fee rate increase for new customers
4. Rate Study – Chris Brandewie presentation
5. Payback Policy finalization for Public Notice
6. Dave Cruikshank request decision
7. Antlers water leak billing issue regarding capping sewer for this incident
8. Personnel discussion regarding Bookkeeper salary increase

Old Business

1. **C.J. Goebel update on Claretha** CJ was not present at the beginning of the meeting. However, when he arrived, he asked about our position on the Reimbursement Policy for water and/or wastewater main line extensions. He and George will need to meet and go over the figures that CJ will have. Should be finalized by November 7<sup>th</sup>. All lines have been pressured. They left the curb stops open and Dave found a significant leak on the SW end and he contacted Ed Lyons and Ed will get that resolved. Charles stated that CJ has 4 or 5 lots that may have buyers. He also stated there is an Obtainable Housing class on Saturday from 9:00 to 1:00 at All Aboard Westcliffe on funding opportunities for first-time homeowners. Realtors have been invited as well as to personnel at the Fire Department and Custer County School so that everyone has been notified and has a chance to participate in this program. This is the first of what may take place every 6 months.
2. **Developer Payback Policy Update** George will meet with CJ to go over his numbers. That way CJ will be aware of how the process works. A 30-day Public Hearing Notice will need go out to address this Policy. We need a final approved Draft. This will be completed prior to the October 17<sup>th</sup> meeting.
3. **Benoni Jarvis Update** The paper has been sent to the Water Judge. The Water Engineer and Water Attorney are looking over the paperwork. The due diligence has been approved by Division II and has been sent to the Water Judge for his final signature. The two opposers have been recommended to oppose the original decree of the Johnson Ranch, both opposers have chosen to do that, so right now our water engineer and water attorney are looking at the validity of their claims of injury. Justin Kortus will be coming to do a site visit at the Gallery Well on the 10<sup>th</sup> to see if its suitable to pursue our proposed reservoir area. Charles stated that the he had an increased awareness of the property that we

own. He feels that a map needs to be produced that actually shows the properties that we own, so that when long-term planning is done that we can easily see what is usable or sellable because in the great scheme of things, we would be able to see what we could sell or trade it. A visual aid would be helpful. Dave will go on google maps and put together a map of our properties. That way when we look at our liquid assets, our long-term planning needs, we will have it clear in our minds. The Rate Studies and Finances, at some time, with a setback plan, we could look at where we could get the money at an alternative to raising rates. An update will be available on the 17<sup>th</sup> of October. George will contact Upper Ark to see if they might be interested in coordinating with RMWSD for the reservoir. Dave will contact Upper Ark to invite them to the visit. Charles stated that the tour that he got when he got on the Board was beneficial. He is unable to be here on the 10<sup>th</sup> due to conflict of schedule but invited anyone else to ride along. Randy Wilhelm and Greg Smith may be able to go.

4. **WWTP Design Update** Dave has a webinar tomorrow with Parkson at 10:00 a.m. ECOCycle SVR. Parkson wants to do a site visit after the webinar. That will be scheduled in the future. Several other SVR systems, such as Sanitare, are being considered. A tour in Buena Vista will take place next week for another type. There aren't a lot of difference between the companies, however, Dave wants the best fit for RMWSD. Dave visited a plant in Minnesota that uses an Argos system. By the end of October, we should know what which vendor will work best for our district. Dave further explained the system and what we are choosing from. Charles asked if the State has defined the overall view of the plant. The Site Plan has been submitted but we haven't heard back from the State yet. Its basically the location, not the type of system that we are planning on using. This is in exception to Arsenic. Dave has requested a compliance schedule for that portion of the plan. Eventually we will have a response to that Site Application. Engineers have sent a draft memo regarding the progress, i.e. budget, arsenic, coordination with vendors, laying out effluent pipe, hydraulic profile, site layout and fitting it all under one roof, etc. New contracts need to be written since we have had delays and new negotiating contracts need to address moving forward. However, we need to hear from the State before we can put it in writing. The engineer in Denver is looking over the paperwork. Everyone is agreement that we need to get this done. Charles asked if we have a setback plan as we get into the winter, that we could expedite this process. Dave said we are in a long line with others. They will probably tell us that until we get the site app, the engineers can go ahead and design the plant. The 15 acres that we are building the plant on is next to the property in Adams subdivision. The sizing of the plant is relatively small compared to what we thought in the beginning. Dave feels it will fit in the location of one of the lagoons that has not been used.
  
5. **Continuing discussion regarding Operations Manager and Office Manager and District Manager's retirement** George will have the contract written up and ready to finalize by next meeting. Press release is in draft mode, written by Greg Smith. Staff will add to the information and final copy will go to local papers. Greg feels that more history should be added to the website, i.e., when we started, how many customers etc. Charles updated those present that Christy had stopped him at SDA concerned about the leadership at RMWSD. There will be a phone conversation with Christy and George, Dave and Peggy to reaffirm DOLA that the District is in good hands to move forward. History has proved that we have good reason to feel good about the position of the District. Greg read part of the press release to assure the board that the information that will go to press will be pertinent and positive.

**New Business**

1. **Chris Brandewie P.E. – Rural Development Specialist – RCAC Rate Study** Chris was unable to attend this meeting; however, he updated the Office Manager in a phone conversation stating that USDA said RMWSD could move forward with the Rate Study Drinking Water System Technical, Managerial and Financial Capacity Assessment. Chris may be able to attend the October 17<sup>th</sup> meeting; however, we may need to schedule a Workshop in order for the board to meet with Chris. Randy Wilhelm suggested that we make sure that Chris is aware of our cost of operations of the WWTP, infrastructure updates that are needed, wells, reservoirs, upgrades and the economic impact on the community.
2. **Dave Cruikshank request** Mr. Cruikshank is moving closer to town to a residence that cannot accommodate his water delivery service. He is requesting that he can park his trailer at the shop. Board will review the request and decision will be made at the October 17<sup>th</sup> meeting.
3. **Certification of Tap Abandonment – Jane Moyer, Sunflower Natural Foods** Dave explained the tap/meter situation at the property. Property owner has been informed of the process of both abandonment and reestablishment of a new tap if in the future the tap is needed. Randy Wilhelm made a motion to approve the Tap Abandonment Certificate, Steve Lasswell seconded the motion. Motion carried with a unanimous vote of 5-0.
4. **Management Companies Interviewed at Conference Discussion** Office Manager has received a response from Special Districts Solutions and CRS. She will email the companies and put together a solid list of requirements and requests that RMWSD will need.
5. **Resolution 2019 – 3 Approving the signatures authorized on FSBC account** A motion to approve this Resolution was made by Randy Wilhelm, Greg Smith seconded the motion. Motion carried 5-0. Resolution was signed by Board and Staff. Office Manager will take to FSBC and update the signatures on file.
6. **Antlers Liquor water leak and bill adjustment** Operations Manager explained what had happened at Antlers. The property owner had leak repaired. Dave requested that the sewer be capped at 5K for this month’s bill. Customer will be billed for total water that was metered. Board will review the billing situation and a decision will be made at the next meeting.

**Administrative Reports**

1. **SDA Conference – report on the success of attendance and Board Feedback** Everyone felt that it was an educational and eye-opening conference. Money well spent for the Board and Staff to network among other Special Districts. It will be budgeted for 2020 for as many of the Board and Staff to attend the conference in September 2020. Having Board members educated makes the work of the local staff easier

## 2. Operations Manager's Report

- a) Dave Schneider reported that Justin will be looking at the well location on the 10<sup>th</sup> of October.
- b) The Camera Crew arrived this week. They filmed 16,000 feet of pipes in the district. In just over 3 miles, there were 4 major damage locations that will need to be addressed. Insurance may pay for part of this expense as it is a requirement of our insurance company to perform this procedure, although it is considered "normal maintenance". Keep in mind these pipes are installed in 1975 and are bound to show some age.
- c) Communication between the Town of Westcliffe is lacking and needs to improve. Especially when they are sealing streets. If they do not contact us and allow us to cover the manhole, it can take almost an hour to unseal the manhole. In an emergency situation, this could be crucial to our Field Tech's ability to resolve the issue. In the winter months, it could actually take longer since the tar has to be heated up to unseal the cover.

## 3. Office Manager's Report

- a) Written report is on file, however, a few more items were added to the report.
- b) Full Scholarship for SDA Conference was awarded at \$900.00. We will receive this check in the next few weeks.
- c) Rate Study work is extensive and should be completed by Office Manager, Operations Manager and District Manager.
- d) Michael Bazzell, SDA speaker about Cyber Security, may have a webinar that we can participate in at the cost of \$50/person. Office Manager responded that we would have at least 2 attend. Steve Lasswell was very interested. Greg Smith was not able to attend both sessions, and would be interested also. Office Manager will attend along with Bookkeeper.
- e) Steve Lasswell mentioned that the request made by Office Manager should be discussed. Peggy reported that Courtney Cole's Employee Review was complete, and she was requesting a salary increase for Courtney since she has been with RMWSD for 6 months. She is doing a great job. Although a Policy needs to be written up, the Board could approve this increase at this time. This will be on the October 17<sup>th</sup> Agenda for a decision.

**District Manager Report** George has moved out of his apartment in Westcliffe and will now be traveling from Canon City whenever he is needed at RMWSD. His plans are to maximize his trips to the District. He feels that his presence at Upper Ark would be beneficial for the RMWSD. He plans on attending their meetings. He is hoping they would be interested in coordinating the reservoir construction with RMWSD. He will meet with CJ Goebel on the 10<sup>th</sup> of October when he is in the area. He is working extensively on the 2020 Budget in order to present it to the Board by October 15<sup>th</sup>. He is also wrapping up the 2019 Amended Budget. This year has brought many unplanned expenses and unplanned income as well. He is budgeting a few items that we thought we would need in the 2019 budget for the 2020 budget, since it's obvious that the work will not happen this current year.

**Adjourn**