

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
MT. CRESTED BUTTE WATER AND SANITATION DISTRICT
MAY 12, 2020**

Regular Meeting of the Mt. Crested Butte Water and Sanitation District (MCBWS D) Board of Directors was held at 5:00 pm on Tuesday, **May 12, 2020**, via GoToMeeting at <https://www.gotomeet.me/MCBWaterSanitationDistrict>

Members of the Board of Directors in attendance at the meeting were as follows:
Brian Brown Carlos Velado Nicholas Kempin Nancy Woolf

Also present were:

Mike Fabbre, District Manager	Kim Wrisley, Admin Assistant
Perry Solheim, Finance/Admin Manager	Tracy Davenport, Admin Assistant
Kyle Koelliker, Water Plant Supervisor	Marcus Lock, District's Attorney
Bryan Burks, Wastewater Plant Supervisor	Scott Clarkson, Clarkson Concepts

1. Call to Order

- The meeting was called to order by Brown at 5:01 pm.

2. Citizens Comment Period

- No citizens presented comments.

3. Reorganization of the Board

- Discussion of each new Board organization.

MOTION by Velado and seconded by Woolf to appoint Perry Solheim as Secretary, Carlos Velado as Treasurer, Nicholas Kempin as Vice-Chairman and Brian Brown as President of the District/Chairman of the Board of MCBWS D. Motion voted in favor.

4. WTP Expansion Update

- The final memo from the US Forest Service coming soon.
- Staging area approval agreement is in place.
- CBMR water service line replacement started by Lacy Construction.
- JVA will be project manager.
- In summary, all aspects of WTP Expansion on schedule.

5. CWRPDA Loan-Bond Sale and Process Update

- Bidding for this loan begins in 2 days. Interest rates are trending stable/downward so we are currently anticipating a rate of about 1.5%. Loan closing is scheduled for around May 28, 2020 and we expect a disbursement at the same time, reimbursing us for money spent in the design phase.
- There will need to be subsequent decisions made regarding future debt service payments.

6. Water Committee Update

- The Water Committee members are Brown, Kempin, Fabbre and Solheim.
- The Water Committee will soon begin meeting with the Meridian Lake Park Corporation (MLPC) Water Committee to work on potential long-term resolutions to the MOA's between MLPC and the District and to clarify the nature and amount of any financial imbalance between the two entities.
- The District website (MCBWS D.com) continues to hold the most current MLP financial information and updates will be made once our 2019 audit is completed. (The audit is slightly delayed during the COVID-19 crisis)

7. COVID-19 Update-Revisit temporary late fee suspension

- Discussion took place and a recommendation was made to continue suspending the penalty fees for late payments during the COVID-19 crisis and will be re-evaluated at the next board meeting.
- Operators are getting back to work at the plants and office staff continues to work remotely. Social distancing and safety measures outlined by the county health orders are a top priority in all buildings.

MOTION by Velado and seconded by Kempin to approve the extension of another month of the District temporary late fee waiver. Motion voted in favor.

8. Clarifier Project Update

- Fabbre reported that the project is moving forward again after a temporary delay during the COVID-19 crisis.

- The existing clarifier functionality will be assessed and updated as soon as the new clarifier is online.

9. District Manager Report

- Fabbre crafting details for restarting the Long Lake project now that CB Land Trust has closed on the property.
- Velado mentioned that it was nice to put the notice in the paper thanking Sara Morgan and Roger Cram for their service to the board over the past eight years and also asked that the staff relay a thank you to John Dethloff for his 31 years of service to the District.
- Evan Sandstrom began working in the Wastewater plant on 5/11/20 and Burks continues to interview for a second open position.
- Kempin asked about results on the PFAS testing that was done as part of a state funded, community sampling but results aren't available yet. Koelliker does not anticipate any major contamination issues.
- Koelliker discussed their new process of isolating the Malensik and Jaklich ditches.
- The I&I flow data shows that the 5 new flow meters are working well but no detailed data is currently available.

10. April 2020 Financial Report

- Solheim discussed usage trends/projections and the April financial data.
- Velado discussed the cashflow projections sheet including an increase in tap fee income, suggested check #15444 to Mt CB for plan review fee be re-classified to a category other than "legals" and highlighted several high dollar payments. He is expecting our cashflow to change with the loan disbursements.
- Solheim shared that he is working on future investment possibilities for our cashflow increase that will result from the upcoming loan disbursements.
- Fabbre said he was comfortable with the usage trends and financial data in relation to the COVID-19 crisis.
- Revisited the discussion about moving ahead with the budgeted purchasing of a new Wastewater utility truck because the WWF is short by one vehicle for maintaining optimal operations at full staff.
- The board agrees it is needed and they are confident that Fabbre will use good judgement to purchase the truck at an appropriate time.

MOTION by Velado and seconded by Kempin to approve the April 2020 financial report. Motion voted in favor.

11. Approve Meeting Minutes

MOTION by Velado and seconded by Kempin to approve the 4/14/20 regular meeting minutes of the Board of Directors as submitted. Motion voted in favor.

12. Legals

- Lock's legal work has included the following:
 - Moltz Construction agreement.
 - WTP Expansion loan agreement (nearing completion).
 - Discussions with Jamie Watt and his attorney regarding Hunter Ridge inclusion.
 - Town of MCB's paving of the Rasta Lot.
 - Changes in procedures due to the Coronavirus.

13. New/Old Business Before the Board

- Woolf brought up that we should continue to meet via teleconference so long as the pandemic health orders are in effect and should amend our board policies regarding this process, if necessary. The board was in agreement that remote meetings should continue until the board feels comfortable meeting in person and the county health orders allow it.
- Velado inquired about advertising the vacant seat on the board of directors and Lock said he can advise the board on how to go about filling it should we receive interest from multiple people.
- The Board directed legal counsel to provide a comprehensive update to the Board of Directors manual.

MOTION by Velado and seconded by Woolf to extend the authorization to hold District regular board meetings remotely. Motion voted in favor.

14. Adjourn

MOTION by Velado and seconded by Kempin to adjourn the meeting at 6:33 pm. Motion voted in favor.


Perry Solheim, Board Secretary