

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
MT. CRESTED BUTTE WATER AND SANITATION DISTRICT
JUNE 9, 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, **June 9, 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 5:00 pm.

2. Citizens Comment Period

- No citizens presented comments.

3. COVID-19 Update

- Staff recommended that the suspension of late fees be extended for another month because the financial impact to the District is small.

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.

4. Clarifier Project Update

- The clarifier project is 95% complete and is set for 100% completion/construction crew offsite by 7/1/20.
- An emergency incident occurred on 6/4/20 when the contractor dropped a tape measure into the existing clarifier #2 causing the sweeping arm to stop rotating and alarms to be tripped. Fabbre, Burks, wastewater staff and the contractor stayed until midnight to resolve the issue. The new clarifier #3 was placed online. The new clarifier functioned properly until clarifier #2 was back online and normal operations resumed by 4:00 p.m. on 6/5/20. The entire crew did a fantastic job dealing with this critical problem and the District did not have any violations.

5. Water Treatment Plant Expansion Project Update

- The District's CWRPDA loan locked in an interest rate of 1.29%, the lowest rate in Authority history. Thank you to Fabbre and Solheim for their diligent work in achieving this great cost savings.
- The District issued the notice to proceed with Moltz Construction. Moltz has started work at the bottom of the Gold Link property. Forest Service and County permits are in place but final building permit from the Town of Mt. Crested Butte is pending approval of fire suppression sprinkler design.
- The District has received permission to move forward on a few small projects and the project is still on schedule.
- The District received its first draw of \$1.2 million on the WTP expansion loan.

6. Water Committee Update

- Brown informed the Board that Chuck McGinnis resigned from the MLPC Board and a new point of contact has not been established yet. The MLP board is working to decide how they would like to proceed so the Water Committee is on hold until further notice.
- Woolf suggested a time limit/timeline be given to the MLPC Board in an attempt to keep the water committee moving forward. Brown stated that an initial meeting time with the purpose of setting those time limits has been given to their Board.
- The Water committee is an attempt at a cooperative relationship; therefore, District members will wait for MLPC before making any organizational decisions.

7. District Manager Report

- The State dam inspector, Jason Ward, conducted the biennial safety inspection at the MLP Reservoir on 6/5/20. His full report is still being reviewed but he has determined the following projects will need to take place with a two year completion deadline:
 - The concrete slab on the side of the pump house is severely eroded and needs repaired.
 - PVC drain lines used as a weep near the pump house have completely disappeared and excavation to locate and replace them is anticipated.
- Those projects will need to be included in capital budgeting for 2021.
- The 5 new I & I meters are functioning well and the preliminary spring run-off data is still being collected. No final flow information is yet available.
- Discussion regarding a problem with the fire pump at the Timberland pump station which has now been resolved.
- Discussion regarding the inspections, maintenance and lifespan of the tanks up in Timberland.
- Discussion detailing the Saddle Ridge force main break and its successful repair. Future leaks and repairs are anticipated due to poor, inadequate installation of this main. New rules and regulations have been implemented more recently to ensure proper, high quality installation practices in the future.
- Informational discussion explaining the fluctuating relationship between water usage and wastewater production at various times of the year.

8. May 2020 Financial Report

- Velado reported that financial results appeared as expected. Billing and usage is tracking consistently. Higher irrigation usage is likely since the season began early this year. The District currently expects tap fee receipts to double budgeted revenue.
- Solheim reported that the numbers for salaries are currently on track however he has concerns because due to COVID-19 and a shortage of staff, there will be some deferred maintenance which will result in more overtime than normal for the remainder of the year.
- Due to the \$1.2 million WTP loan reimbursement payment, the District cashflow will be in very good shape for the remainder of the year.
- Velado highlighted that check number 15472 to Clarkson Concepts will be allocated to the general consulting fees for water and wastewater. Check number 15494 to the Town of MCB was voided and re-issued for an adjusted amount. The larger checks were for the WTP expansion project.
- Solheim reviewed the usage graph and the reasoning for the differences between the years of 2018 – 2020.
- Solheim noted that the nearly 75% of budgeted legal funds were due to the discharge permit.

MOTION by Velado and seconded by Woolf to approve the May 2020 financial report as amended. Motion voted in favor.

9. Approve Meeting Minutes

- Woolf requested that an action item be reflected in point 3 of section 13, New/Old Business, whereby Lock was asked to make changes to/advise how to proceed with updating the Board of Directors manual. After much discussion, Lock said he will review and update the manual for the next meeting.

MOTION by Velado and seconded by Woolf to approve the 5/12/20 regular meeting minutes of the Board of Directors as amended. Motion voted in favor.

10. Legals

- Lock's legal work has included the following:
 - Working with Fabbre and Solheim in closing the WTP loan.
 - Finalizing the Moltz Construction agreement.
 - Working on the JVA construction contract.
 - Extending the Spectrum exit until the end of July.

11. New/Old Business Before the Board

- Discussion regarding the search for a 5th board member and whether or not District may want to remove term limits in the future, which would require a board authorization and a vote by District constituents.
- Irrigation regulations were published for the public and currently no changes from previous regs are recommended. These regulations have been helpful for conservation in the past.
- Burks reported they have hired a certified operator from Leadville to start on July 13th.

12. Executive Session

- Brown announced executive session pursuant to CRS §24-6-402(4)(b), which allows conferences with the District's attorney for the purposes of receiving legal advice on specific legal questions. The purpose of the executive session will be to discuss with the District's attorney the process for considering the Wastewater Treatment Plant Discharge Permit.

MOTION by Brown and seconded by Velado to move into executive session at 6:41 pm. Motion voted in favor.

- Lock advised that the remainder of the discussion that will occur in executive session pursuant to C.R.S. § 24-6-402(4)(b) to discuss with the District's attorney the process for considering the wastewater treatment plant discharge permit during the remainder of the executive session will constitute attorney/client privileged communications and therefore no further recording need be made of it.

MOTION by Brown and seconded by Velado to end the executive session at 7:38 pm. Motion voted in favor.

13. Adjourn

MOTION by Woolf and seconded by Kempin to adjourn the meeting at 7:41 pm. Motion voted in favor.

Perry W Solheim

Perry Solheim, Board Secretary