

DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
March 21, 2019

The Board of Directors of the Donala Water and Sanitation District met in regular session at the District's office, 15850 Holbein Dr., El Paso County, Colorado on March 21, 2019 at 1:30pm.

Directors Present: Ken Judd  
Ed Houle  
Dennis Snyder  
Wayne Vanderschuere  
Kevin Deardorff

Staff Present: Kip Petersen  
Tanja Smith  
Christina Hawker  
Mark Parker

Guests: Jennifer Kaylor  
Bill George  
David Powell  
Dave Frisch  
Holly Williams

President Judd called the meeting to order at 1:30pm. All rose for the Pledge of Allegiance.

Public Comment Non-Agenda Items:

- None.

Review of Minutes:

- Minutes from February 2019 Board Meeting accepted as submitted.

Review of Financial Statements and Check Summaries:

- Currently at 83%.
- Training is due to Water Congress.
- Waste at 83% also.
- Deardorff asked what the fraud expense is for, tied to the fraudulent checks that we were reimbursed for.
- General Fund return is 2.49% and Debt Fund is at 2.44%.
- Houle motioned to accept, Vanderschuere second, all approved.

Comments from Commissioner Williams:

- Important to meet with all the Districts to hear what we are doing and what concerns we have.
- Petersen brought up projects we are currently working on. Our concerns are timing, our construction season is very short, and we have been seeing delays from the County.
  - Most recent development review process took over a month to process.
  - Petersen sent in letter on Feb. 4th for the project, however it was not on letterhead. He resent it on Feb 15<sup>th</sup> to 2 individuals. On Feb 20<sup>th</sup> GMS was told it would be uploaded to the website. GMS contacted the County on March 15<sup>th</sup> and was then told that the letter had to be uploaded by us, the mailed letter was not sufficient.
  - Another project was the tie in with Academy Water. At the onset of the project, Frisch met with staff, was told 3-4 days to review. Took over 6 months.

- Williams stated Planning Commission does need more staff as well as better communication.
- Vanderschuere stated that we are under deadlines from the State and timeliness is critical.
- Petersen thanked Williams for taking the time to come and meet with us. She is the first County Commissioner to ever do so.

#### Manager's Report:

- PPRWA meeting was cancelled in March due to severe weather. Next meeting April 3<sup>rd</sup>.
- Arkansas Basin Roundtable was also cancelled due to severe weather. The next meeting will be Apr. 23<sup>rd</sup> and will coincide with the Conference that Petersen, Judd, Houle and Vanderschuere will attend.
- Drought has reduced to only 2 small areas of Extreme Drought in the State and the snowpack is at 153%.
  - Snyder asked if we are expecting a spill. Petersen stated that right now we do not.
- We had several more fraudulent attempts on the Waste Water checking account, this time using ACH instead of forged checks. No funds were released, however due to the number of attempts we have closed that account and opened a new one. We will continue with the Treasury Monitoring as a precaution.
- The new website has been completed and is now online.
- Phase II for Gleneagle water main replacement has gone to Beers Construction.
  - 3 more aspects to create loops to some dead-end lines were bid on as well and Beers came in as low bid on 2 of those as well. However due to paving costs we will only be able to complete one of them.
  - Houle asked if we should be concerned with the low bid from Beers. GMS has discussed this with Beers and they are agreeable that there will be no change orders and if costs go over, Beers will have to cover those costs.
  - Houle asked if Pate is going to come back to finish up last year's project. They do have a punch list and will be back this spring.
  - Petersen recommends Beers be awarded the main project and additive 3, excluding 10a and 10b.
  - Houle motioned to accept, Deardorff second, all aye.
- Per discussions with Jenny Bishop of CSU, it was recommended that each of the Northern entities adopt a resolution supporting Northern Monument Creek Interceptor Line. This does **not** commit us to participation, but it does show that we will seriously consider participating to the project if the price is right.
  - Snyder moved to accept Resolution 2019-1, Houle second, all aye.
- The annual blood drive is next week in honor of our prior Board President, Bill Nance.
- Terri and Thom at our waste water plant were concerned with power outages during last week's storm as well as being able to get to the plant the next day. Both stayed the night to ensure continued operations at the plant.
  - Snyder recommends a dinner as a thank you and to make mention in the newsletter.
  - Houle requested a resolution of appreciation.
    - Snyder motioned to accept, Deardorff second, all aye.
- The Board agreed to Petersen managing employee use of Willow Creek Ranch as he has been, however suggested that waivers be signed first for liability purposes.
- Petersen made a clarification to the policy for take home vehicles. Currently 1 employee, Mark Parker has authorization to take home his work truck, as he responds to after hours and emergencies. IRS rules (Publication 15-B (2019) Employer's Tax Guide to Fringe Benefits) allow for an employee to use a utility vehicle without the need for reporting that as a compensable benefit. The Board agreed.

#### Willow Creek Ranch:

- We have received the proposed terms from Pueblo County for our 1041 permit.
  - They did propose a new delivery contract requirement:
    - Should Donala obtain the legal authority to regulate stormwater, we would be required to establish a stormwater enterprise to adequately fund a stormwater program.
    - It also would require the District to adopt rules and regulations no less strict than those in place by CSU.
  - We hope to have the full application to them within 30 days.
- Will continue discussions with CSU for a long term (20 year) agreement to treat and deliver our ranch water.

- Current snowpack on the flats on the ranch look to be 3-4 feet.

#### Status of Operations:

- Demands on water have reduced to winter demands. Water is currently being produced by R. Hull water plant and our Willow Creek Ranch water. We produced 10,544,275 gallons in February; 58% was from Willow Creek Ranch and 42% from our well system.
- The pump for Well 9 and 800' of pipe have been installed. Final wiring is all that remains.
- Holbein Water Plant had been undergoing annual deep cleaning.
- The surface water treatment plant at Forest Lakes is operational and delivering potable water. This has been a major accomplishment and the Donala staff has been instrumental in the construction of this plant.
- UMCRRWWTF is operating within established standards.
  - Ladouceur continues to address M. Parvacella bacteria, resulting from fats, oils and grease.
  - 2 of the 3 SBRs are currently down. Ladouceur is working diligently to get them back online.
  - Discussions continue with CSU on consolidation of waste water flows.
    - CSU has retained a group of consultants to assist in their internal review.
    - There has been no discussion on the costs anticipated nor return flow costs.
    - Northern entities have met to discuss how our respective water rights may be impacted and what, if any, legal actions may need to occur as part of the consolidation of treatment into the CSU facility.
    - Frisch stated that County want the AF Visitor Center built by Aug. 2020. He recommends they install an 8" line with a 4" force main to move their waste through the Northgate lift station to the UMCRRWWTF as a temporary solution until the interceptor is built.

#### Capital Projects:

- The first phase of the Gleneagle water main replacement is wrapping up with punch list projects ongoing.
- Damaged landscaping will be corrected this Spring.
- GMS presented the 2019 Capital Project to replace the water main from Mission Hill to Rangely. Project is designed and is out to bid. Currently 5 contractors have plans in hand.

#### Development Update:

- Both the catwalk and screen installation at the Waste Plant are nearing completion.
- GMS continues to design the facilities for the groundwater contaminate removal facility. A 1041 permit exemption has been filed with the County.

#### Additional Comments:

- Houle will be meeting with Petersen to put together a succession plan for his position.

With no further comments, meeting adjourned at 3:20pm.

These minutes are respectfully submitted for record by Tanja Smith on March 21, 2019.