

DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
February 20, 2020

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 February 20, 2020 at 1:30pm.

Directors Present: Ken Judd  
Ed Houle  
Dennis Snyder (via phone)  
Wayne Vanderschuere  
Kevin Deardorff

Staff Present: Kip Petersen  
Tanja Smith  
Christina Hawker  
Mark Parker  
Aaron Tolman  
Terri Ladouceur

Guests: Jennifer Kaylor  
Steve Hrin  
Scott Prickett  
Julie Hughes  
Kris Kuenzli  
David Kuenzli  
William George

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 January 2020 Board Meeting and February 5, 6, and 7 Executive Sessions accepted as submitted. Houle motioned to approve, Deardorff second, all aye.

Review of Financial Statements and Check Summaries:

- Currently at 89.35%
- Insurance at 51.39% because we pre-pay to receive a lower rate.
- Waste is currently at 90.42%.
- General Fund return is 1.46% and Debt Fund is at 1.45%.
- Houle motioned to accept, Deardorff second, all aye.

Manager's Report:

- The Board held 3 interviews during special meetings on Feb. 5, 6, & 7 for the purpose of replacing the current General Manager, Kip Petersen.
  - The 3 finalists are Mark Parker, Jeff Hodge and Kevin Niles.
  - There will be an Executive Session today to discuss in detail the candidates and to determine the best candidate to move forward with an offer of employment.
- David and Kristine Kuenzli requested a waiver to pay their December water bill via letter to the General Manager. They were on vacation for 2 weeks and upon return noticed an outside spigot that was running. They

were able to turn it off. Due to the high cost of the bill they had called the office and spoke with Tanja, the office manager. They were told that if the faucet is faulty, they can request a leak adjustment once the repair has been made. However, if the faucet was just turned on it would not qualify as a leak. Tanja told them even if they wait until Spring to check and repair the faucet, if it is faulty, we can still adjust their December bill at that time. In the letter they expressed that they did not turn on the water and have no idea how it was on. They also state that they did not have the advantage of using the features of the new meters the District is installing on an annual schedule that would potentially alert them to a possible problem. They claim that by not replacing all the meters at once, we are being “arbitrary and capricious” in our meter replacement program.

- The Board of Directors heard their case and determined that a waiver of the excess water bill will not be granted. Upon receipt of a determination by a licensed plumber that the faucet was faulty, a leak adjustment will be made to the December bill. If the faucet is not determined to be faulty, they will be given 4 months to pay the outstanding balance.
- Deardorff motioned to accept the determination, Houle second, all aye.
- Consider an amendment to the District’s Personnel Policies and Procedures to address Smart Phones and Tablets that are issued by the District. The proposed policy prohibits employees from changing passwords without permission of the General Manager or Office Manager. If the equipment is lost or damaged it will be the responsibility of the employee to replace it. Upon separation, if the District is unable to unlock to access and reset the password, the cost of replacement will be retained from the final check.
  - Houle moved to accept with some adjustments made to the verbiage, Deardorff second, all aye.
- Thank you Terri Ladouceur! Terri recently made a decision to leave Donala for the next adventure in her life. Terri joined the Donala team on Feb. 4, 2004. Since 2013 she has been the Chief Operator of the Upper Monument Creek Regional Wastewater Treatment Facility and has done an exemplary job. We will miss her dedication, knowledge and smile. Terri’s last day will be Feb. 28th. We wish her the best in life’s endeavors.
  - On Terri’s recommendation, Aaron Tolman has been promoted to the position of Chief Operator. He has been with the District since September of 2013. He currently holds a B license in wastewater and anticipates obtaining his A license by the end of the year.
- Presentation of investment report by Scott and Julie from Chandler Asset Management.
- PPRWA met on Feb. 5<sup>th</sup>. SB20-153 is a bill sponsored by Senator Coram from SW CO that will provide funding for projects compliant with the State Water Plan. It would create an enterprise operation to be called the Water Resources Financing Enterprise. This would allow them to establish a “water resource financing fee”. The fee would be set a .25/per 1,000 gallons, exempting the first 4,000 gallons. The bill requires the local water provider to assess the fee then forward the revenue to the State monthly. There is concern on how, and where the collected funds would be expended.
  - HG20-1233 is a bill sponsored by Representative Melton and Benavidez (both in Denver area) which would repeal or preempt any government control concerning the use or access to any public property. This bill would open up all reservoirs and water supply sources to the public to be occupied, to include camping, at any time and for any length of time.
  - HB20-1119 addresses PFAS. This is the chemical that was found in the Widefield aquifer and so adversely impacted Fountain, Security and Widefield. It is targeted on how, and when firefighting foam may be used. It will allow Water Quality Control Commission to develop standards that would require public drinking water systems to sample water supply sources and finished drinking water for PFAS. It also allows the Commission to develop standards requiring wastewater systems to collect data on PFAS.
  - The next meeting of the Water Authority will be on March 4<sup>th</sup> at the County Commissioners meeting room in Centennial Hall at 9am.
- Arkansas Basin Roundtable was held on Feb. 12<sup>th</sup>. The sole topic was to conduct the Arkansas Watershed Collaborative workshop. We did not attend. The next meeting is March 11<sup>th</sup>. Houle and Judd will attend with Petersen.
- Arkansas River Forum Conference will be held in Salida on April 23 & 24. Parker, Deardorff, Houle and Judd will attend with Petersen.
- Drought report shows drought creeping back into southwest Colorado.
- 2019 Look Back provided by Tanja which highlights the District’s activities in 2019.
- CSU will require Triview to obtain a 1041 permit as well as storage in Pueblo Reservoir.
- The meter pit at Baptist and Gleneagle has been designed and should be complete in mid-June.

- Petersen attended the City Council work session on potential of Colorado Springs providing some type of regional framework for the provision of water and wastewater services on Feb. 19<sup>th</sup>. Council mentioned that regionalization should be discussed in the future. Donala was mentioned numerous times in a favorable fashion, in regards to regionalization. Petersen met the new CEO of CSU. They will meet in the near future. Will also try to schedule a meeting with Wayne Williams and Jill Gaebler

#### Willow Creek Ranch:

- Snowpack appears average for this time of year. Based on our camera and using the fence in the foreground for reference, we estimate that we have at least 30" on the pasture. Snowpack in the Arkansas Basin is 114% of normal.

#### Status of Operations:

- Demands on the District's water supplies are consistent with the seasonal temps. Of the 12,223,263 gallons produced in Jan. 55% was from Willow Creek Ranch and 45% from our wells.
- Both water plants are up and running currently, however in a few weeks the R. Hull plant will down for annual cleaning.

#### UMCRWWTF:

- The plant is operating within our permit standards.
  - Discussions with CSU are on-going related to consolidation.

#### Capital Projects:

- The Residual Management Facility project is moving forward. Most of the underground utility work has been completed as has the foundation and slab for the building. Framing will start soon.
- GMS has completed the design of this season's capital project, which continues the last several year's projects to replace the current AC water mains with plastic pipe. This year's project will go out to bid by the end of this month with the award of the project programed for late March or early April. Our goal is to start no later than April 30.

#### Development Update:

- There have been no new contacts regarding additional development.
- We have sold 7 TAPS so far this year.

#### Additional Comments:

- Parker mentioned potential impact on wastewater facility due to a 17 acre commercial facility in Forest Lakes.

It was moved by Houle, second by Vanderschuere, to adjourn to Executive Session at 3:23 pm, under the provisions of CRS 24-6-402(4)(f), personnel matters; discussion related the selection of the new General Manager and conducting the annual performance review of the current General Manager.

It was moved by Houle, second by Deardorff, to adjourn the Executive Session, at 4:37 pm.

Board President Judd noted the Board had discussed the finalists for the position of General Manager and asked for a motion from the floor. It was moved by Houle, second by Deardorff, to offer the position of General Manager to Jeff Hodge. The motion carried unanimously with a 5-0 vote. President Judd will contact Mr. Hodge and tender an offer of employment.

There being no further business of the Board, the President adjourned the meeting at 4:40 pm.

These minutes are respectfully submitted for record by Tanja Smith on February 20, 2020.