

DONALA WATER AND SANITATION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
NOVEMBER 19, 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 November 19, 2020 at 1:30pm.

Directors Present: Ed Houle  
Dennis Snyder  
Wayne Vanderschuere  
Kevin Deardorff  
Bill George (online)

Staff Present: Jeff Hodge  
Mark Parker  
Christina Hawker  
Tanja Smith

Consultants Present: Brett Gracely (online)  
Matt Poznokovik (online)

Guests: Jenifer Kaylor (online)

President Houle called the meeting to order at 1:30pm.

Approval of Agenda:

- Houle to add a couple of items, board vacancy and use of District assets.

Public Comment Non-Agenda Items:

- None.

Review of Minutes:

- Minutes from October 2020 Board Meeting accepted
- Deardorff motioned to approve, Snyder second, all aye.

Review of Financial Statements and Check Summaries:

- Should be at 16.7%; revenue is at .42% and expenses 7.42%.
- Waste revenue is currently at 26.87% and expenses 24.36%.
- General Fund return is .17% and Debt Fund is closed and will go toward 2020 Bond Issue.
- Snyder motion to accept, Deardorff second, all aye.

New Business:

- Board member communication:
  - Houle presented a draft resolution of appreciation for Robert Hull.
  - Snyder's last meeting will be in December. Publish vacancy to be filled in January. Resumes to District no later than December 31<sup>st</sup>.
  - Reminder to all Directors that discussions between more than 2 members will constitute a meeting.
  - Each Director is welcome to bring up discussions directly with Hodge, at any time. It is not necessary to go through each Director prior to meeting with Hodge.
- Policy for use of District Assets:
  - Hodge is in the process of writing policy letters in regards to use of District Assets.

- He will also work on updating personnel policies.
- Water and Sewer Rates:
  - Based off of previous Cost of Service Analysis and the increased pricing in products Hodge recommends a 3% increase.
- Financial Reserve Policy:
  - Discussion putting all of Donala's current and any additional reserve accounts into one document to facilitate the tracking of the District's financial requirements and goals. Will discuss further at the April workshop.
  - Vanderschuere mentioned Federal monies available for Covid replacement costs. Smith and Hawker will investigate.
- Monument Sanitation ORC and Contract Operations:
  - Monument Sanitation contacted Donala to provide a contract ORC as well as daily contract operators to monitor their system and provide normal operational services.
  - Hodge toured the 4 lift stations. He reported back to their Board a few items that should be addressed soon such as basic cleaning and servicing on the generators and re-establishing access to their SCADA system.
  - Hodge provided a Services Agreement including the rates Donala would charge.
  - Recommends approval of the contract.
  - Snyder motioned to approve, Vanderschuere second with clarification in the contract stating that Monument is responsible for all upgrades, parts, and costs. Donala provides strictly the operations.

#### Manager's Report:

- Regionalization Reuse and Storage Scope of Work:
  - CSU is wanting to address the water needs of the entire region currently.
  - Brett Gracely mentioned we have to consider water rights in regards to reuse and points of diversion.
  - Hodge recommends participation as Donala has the need to identify all of the items in the scope of work to address our return flows and Laughlin water.
  - Directors agree Donala should participate in this project.
- COVID:
  - District has moved to limiting public access to the main office and requiring masks to be worn at all times per the Governor's order.
  - We are currently operating with 50% of staff to reduce interaction to avoid and increase in infection chances.
- PPRWA:
  - Stuart Corbridge of Vranesh and Raisch was voted in a new legal counsel for PPRWA.
  - Subcommittee was scheduled to meet Nov. 12. The main topic ended up being discussion about the proposed scope of work for reuse.
- NMCI:
  - Has been put on hold while the Northern Entities address our return flow concerns and needs.
  - Interim agreement between CSU, TriView and Donala is still active. Anticipate an update from CSU on the agreement and project in the next 2 weeks.
- Roger Sams' Opinion of Probable Costs of NMCI/CSU vs UMCWTF Upgrade:
  - Roger will present to the Board a presentation on the probable costs of participating in the NMCI compared with other probable costs to upgrade the current treatment plant and treating the return flows. Anticipate presentation at the January 21, 2021 Board Meeting.
- Status of Long-Term Water Supply Contract with CSU:
  - CSU staff has stated that once the 2021 rate and tariff update by CSU is completed, they will then have the ability to enter into long-term contract negotiations.
- Drought Report:
  - Dry pattern continues.

#### Development Update:

- Struthers Road between Struthers Ranch Road and Air Garden Lane. The owner is requesting El Paso County to allow re-platting the existing lots into one lot.
- Letter of Intent attached.

#### Status of Operations:

- Demands on the District's water supplies has dropped. District produced 24,283,000 gallons in October, a 25.4% decrease from September. 67.3% was from wells and 32.7% from Willow Creek.

#### Capital Projects:

- Ran through another process at the Residuals Management Facility, had to shut down early as the press was not switching between cycles. We are still working with GMS and MW Watermark to get this resolved.
- 2020 infrastructure project is currently at 85% completion with a completion date of Dec. 4.
- Have a GoToMeeting scheduled with the HOA Boards affected by the 2021 project on Dec. 7<sup>th</sup> at 1:30pm.

#### UMCRWWTF:

- Plant is operating within normal operating standards.

#### Willow Creek Ranch:

- During current upgrade of our internet we lost communication with the camera. Troy will meet Timberline at the ranch tomorrow to get everything back online.

#### Additional Comments:

- None.

At 2: 50 p.m. Deardorff motioned to move to Executive Session, Snyder second, all aye.

The topics discussed in the Executive Session were about water rights covered under §24-6-402(4)(a), C.R.S. No reportable action was taken.

3:15 pm Adjourned

These minutes are respectfully submitted for record by Tanja Smith on November 24, 2020.