DONALA WATER AND SANITATION DISTRICT
BOARD MEETING AGENDA
APRIL 16, 2020

BOARD MEMBERS:	KEN JUDD ED HOULE DENNIS SNYDER WAYNE VANDERSCHUERE KEVIN DEARDORFF
STAFF:	KIP PETERSEN TANJA SMITH CHRISTINA HAWKER MARK PARKER

MEETING TIME/PLACE: **1:30 P.M.** – DONALA WATER & SANITATION DISTRICT, 15850 HOLBEIN DRIVE, COLORADO SPRINGS, CO.

Topics for discussion:

1. Call to order
2. Public comment on items not on the agenda
3. Review of minutes from 3-26--2020*
4. Financial reports *
5. Manager's report*
6. Willow Creek Ranch update*
7. Status of Operations*
8. Development Update *
9. Public Comment
10. Adjourn.

* Information Attached

DONALA WATER AND SANITATION DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
March 26, 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 March 26, 2020 at 1:30pm.

Directors Present:	Ken Judd (via phone) Ed Houle (via phone) Dennis Snyder (via phone) Wayne Vanderschuere (via phone) Kevin Deardorff (via phone)
Staff Present:	Kip Petersen Tanja Smith Christina Hawker
Guests:	Jennifer Kaylor (via phone) Steve Hrin (via phone) William George (via phone) Dave Powell (via phone)

President Judd called the meeting to order at 1:34pm.

Public Comment Non-Agenda Items:

- Mr. Powell inquired if we will be holding an election and do we have a plan if the COVID-19 infection is still an issue. Petersen confirmed that we are having an election and we are discussing options for sanitized voting booths.
- Mr. Hrin requested that we put the draft minutes on the website prior to the meeting where they are adopted. Mr. Judd believes that is something we can accommodate.

Review of Minutes:

- Minutes from January 2020 Board Meeting accepted as submitted. Snyder motioned to approve, Houle second, all aye.

Review of Financial Statements and Check Summaries:

- Should be at 83.3% and are actually at 85.5%.
- Waste is currently at 83.46%.
- General Fund return is 1.1% and Debt Fund is at 1.45%.
- Houle motioned to accept, Deardorff second, all aye.

Manager's Report:

- COVID-19 precautions are in full effect to prevent the spread of the Corona Virus. We are following the recommendations of the CDC, EPA and CDPHE for our employee's safety.
    - The District treats both our water supplies and wastewater discharges in a manner consistent with accepted disinfection procedures.
    - We have suspended our meter change out program for the next several months.
    - We do anticipate potential issues at the Waste Plant with the "run" on toilet paper. The concern is on anything other than toilet paper being flushed which can jam pumps and create "fat bergs".
    - We have been members of COWARN since 2013, which is setup for utilities to post urgent needs to all member agencies. This could be used should we run short of chemicals, or even to request emergency personnel aid should the staff be stricken with the virus.

- Currently, we will continue to operate our water and wastewater systems as if there are no external pressures.
- We have restricted public access to our office.
- We have waived all late fees and shut offs for the next 3 months for all customers.

- The Board has selected Jeff Hodge as the new General Manager. He will officially start on April 15th.
- Request approval of changes to the NEPA participation agreement for the North Monument Creek Interceptor.
  - Recommend 2 separate agreements. One with Donala to use our lift station and the North Monument Creek Interceptor and the other with Triview to use their excess capacity for wastewater.
  - All members agreed to continue with the NEPA process and to discuss particulars in April during Executive Session.
- PPRWA met on March 4th. SB20-153 was postponed indefinitely as was HB20-1233.
- Arkansas Basin Roundtable was held March 11th. The next meeting will be May 13th.
- Arkansas River Forum Conference has been cancelled due to COVID-19.
- Drought is creeping back into CO.
- Petersen, Judd and Vanderschuere met with City Council member Jill Gaebler on March 5th to express our support of Council's discussions related to regional provision of utility service.
  - We were able to describe the actions Donala has taken to lesson our dependency upon non-renewable water sources.
  - We will meet with Wayne Williams in the near future.
- Aaron Tolman who just took over as Chief Wastewater Operator has provided his resignation due to personal reasons. His last day is March 27th. Robert Hull will be running the Waste Plant until an A operator can be hired.
- The Kuenzlis did provide staff with an invoice from a plumber to repair their outdoor spigot, which was noted as having bad packing and ½ of an O ring. They will receive a leak adjustment per District Policy.

Willow Creek Ranch:

- Snowpack appears average for this time of year. So far this month snowfall in Leadville is below average.
- We are still dealing with snowmelt from last year. Pueblo Reservoir is 83% full currently.
  - We have been advised there will be a spill out of Pueblo Reservoir on, or about, April 18th.
  - We will ensure we will have as little water in storage at that time, and Parker has made arrangements with CSU to book it over into their account.

Status of Operations:

- Demands on the District's water supplies are consistent with the seasonal temps. Of the 10,889,737 gallons produced in February, 65% was from Willow Creek Ranch and 35% from our wells.
- R. Hull plant will undergo cleaning soon.

UMCRWWTF:

- The plant is operating within our permit standards.
  - Robert Hull has been spending time at the plant assisting Aaron during the staff transitions.

Capital Projects:

- The Residual Management Facility project is moving forward. The walls have been framed and the roof is moving forward. On track to meet the May operational deadline.
- Water main replacement project is proceeding. Mains will be replaced on Candlewood, Huntington Beach and Mission Hills. The saddle tap and service lines will also be replaced.
  - Targeted for May 1 start date.

Development Update:

- There have been no new contacts regarding additional development.
- The former Loaf & Jug is being converted into and Enterprise Car Rental Facility.

Additional Comments:

- Dave Powell inquired if the potential agreement with CSU in regards to wastewater from the Visitor Center also included the hotel, shops and restaurants and if that was factored into the capacity that Donala could move through the interceptor. Petersen confirmed that it did include everything.
- Petersen noted that we may have to have April's meeting via phone as well. Suggested a video connection if anyone was interested. Yes, that will be helpful.

There being no further business of the Board, the President adjourned the meeting at 2:25 pm.

These minutes are respectfully submitted for record by Tanja Smith on March 26, 2020.

DONALA WATER & SANITATION DISTRICT

Statement of Revenues and Expenditures - 2020 DONALA SUMMARY

From 1/1/2020 Through 3/31/2020

15%

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
OPERATING REVENUE			
WATER SALES	3,100,000.00	435,443.30	(85.95)%
EFFLUENT SALES	150,000.00	30,074.91	(79.95)%
SEWAGE SERVICE	1,205,253.00	294,120.12	(75.60)%
INSTALLATION FEES	15,000.00	9,000.00	(40.00)%
TAP FEES	170,000.00	110,500.00	(35.00)%
WATER DEVELOPMENT	65,000.00	39,000.00	(40.00)%
SEWER DEVELOPMENT	25,000.00	15,000.00	(40.00)%
PROPERTY TAX	1,963,538.00	777,810.55	(60.39)%
AUTO TAX	110,000.00	55,703.51	(49.36)%
AVAIL. OF SERVICE	15,400.00	14,525.00	(5.68)%
OPERATING INTEREST	160,000.00	42,614.19	(73.37)%
INVESTMENT INTEREST	43,000.00	11,477.39	(73.31)%
WATER INVESTMENT FEE	40,000.00	24,000.00	(40.00)%
MISC. REVENUE	35,000.00	5,454.88	(84.41)%
FL REIM. REVENUE	120,000.00	25,976.31	(78.35)%
Total OPERATING REVENUE	7,217,191.00	1,890,700.16	(73.80)%
EXPENSES & CAP PROJECTS			
EXPENDITURES			
CHEM/LAB	28,000.00	7,463.53	73.34%
REPAIR/MAINTENANCE	69,500.00	9,794.62	85.91%
TRUCK/BACKHOE	20,000.00	4,281.65	78.59%
UTILITIES	300,000.00	40,326.49	86.56%
TOOLS AND EQUIPMENT	17,000.00	3,675.33	78.38%
INSPECTION REFUNDS	2,000.00	0.00	100.00%
WASTE PLANT EXPENSES	626,252.00	197,532.14	68.46%
W & P LOAN PAYBACK	770,000.00	374,277.48	51.39%
AUDIT	22,600.00	0.00	100.00%
RESIDUALS MGMT.	85,000.00	0.00	100.00%
INSURANCE	281,263.00	150,411.69	46.52%
LEGAL EXPENSES	25,000.00	6,262.50	74.95%
OFFICE EXPENSES	23,600.00	2,907.90	87.68%
OFFICE EQUIPMENT	20,000.00	2,279.44	88.60%
TELEPHONE	20,887.00	7,704.01	63.12%
PROFESSIONAL ENGR.	25,000.00	633.75	97.47%
DISTRICT ENGINEER	10,000.00	0.00	100.00%
SALARIES	763,495.00	172,099.71	77.46%

DONALA WATER & SANITATION DISTRICT

Statement of Revenues and Expenditures - 2020 DONALA SUMMARY

From 1/1/2020 Through 3/31/2020

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
PAYROLL TAXES	58,407.00	13,165.66	77.46%
457 PLAN	53,445.00	11,343.97	78.77%
CONTRACT SERVICES	65,084.00	29,078.30	55.32%
PUBLICATION	12,000.00	4,458.52	62.85%
FEES, PERMITS, DUES	18,000.00	12,530.55	30.39%
TRAINING	23,000.00	6,040.88	73.74%
INVESTMENT EXPENSES	5,500.00	963.22	82.49%
COUNTY TREAS. FEE	30,000.00	11,667.14	61.11%
FL REIM. EXPENSE	10,000.00	4,074.73	59.25%
CSU WTR/BOWW	1,568,918.00	371,998.31	76.29%
MISCELLANEOUS EXP	12,900.00	2,883.09	77.65%
Total EXPENDITURES	4,966,851.00	1,447,854.61	70.85%
CAPITAL PROJECTS			
CAPITAL PROJECTS	2,935,000.00	103,862.64	96.46%
LAUGHLIN DITCH WTR. RIGHTS	200,000.00	49,067.06	75.47%
Total CAPITAL PROJECTS	3,135,000.00	152,929.70	95.12%
Total EXPENSES & CAP PROJECTS	8,101,851.00	1,600,784.31	80.24%

FEBRUARY SPENDABLE	
SAVINGS	2,323,720
CHECKING	202,942
WATER GSA	879,059
SEWER GSA	652,168
PROP. TAX	5,161,794
ARSENIC UPGRADES	912,903
TOTAL FUNGIBLE	$10,132,586

MARCH SPENDABLE	
SAVINGS	2,326,599
CHECKING	295,078
WATER GSA	888,038
SEWER GSA	658,184
PROP. TAX	5,653,857
ARSENIC UPGRADES	914,034
TOTAL FUNGIBLE	$10,735,790

03/24/20	TIMBERLINE	23692	$1,257.00	iFIX ISSUES	512
03/24/20	PILOT	ACH	$193.25	MARCH FUEL EXPENSES	51611
03/25/20	GRAINGER	23693	$1,349.44	WATER FOUNTAIN	535
03/25/20	LEONARD RICE	23694	$169.00	WILLOW CREEK ENGINEERING THRU 02/25	53607
03/25/20	DAVID LYNCH	23695	$130.10	TITLE CHECK REFUND	20222
03/25/20	ALAN LYNCH	23696	$700.33	OVERPAYMENT REFUND	20222
03/30/20	AMNET	23697	$320.84	10 LICENSES FOR FIREWALL VPN	534
03/30/20	COMCAST BUSINESS	23698	$485.19	PHONE BILL (719) 488-3603	550
03/30/20	HPE INC	23699	$136.00	MARCH PREVENTIVE MAINTENANCE	552
03/30/20	LINCOLN LIFE	23700	$3,611.53	457 PLAN MARCH 31ST 2020	24003, 544
03/30/20	SPOK INC	23701	$485.29	DATA MESSAGING FOR WATER ET SYSTEM	550
03/30/20	STANDARD INS	23702	$867.32	DISABILITY - APRIL 2020 PREMIUMS	53006
03/30/20	COLORADO CLEANING	23703	$321.50	APRIL JANITORIAL SERVICES	552
03/31/20	PILOT	ACH	$54.00	MARCH FUEL EXPENSES	51611

	DONALA GOVT. - MARCH 2020				
DATE	VENDOR	CK#	AMOUNT	DESCRIPTION	ACCT#
03/03/20	PILOT	ACH	$133.62	FEBRUARY FUEL EXPENSES	51611
03/03/20	COMCAST	23641	$114.30	INTERNET@ R HULL THRU 04/03/20	550
03/03/20	CUMMINS SALES AND SERVICE	23642	$3,095.67	MAINTENANCE & SERVICE ON GENERATORS	512
03/03/20	CYBERBASEMENT	23643	$60.00	FIREWALL UPDATES & APR MAINTENANCE	552
03/03/20	GLACIER CONSTRUCTION	23644	$57,080.75	RESIDUALS DEWATERING FACILITY	50000
03/03/20	JOHN DEERE FIN	23645	$40.07	PARTS FOR PLOW, DRAIN OPENER, F/L	512
03/03/20	MEYER & SAMS	23646	$17,043.64	RESIDUALS DEWATERING FACILITY (18071)	50000
03/03/20	STAPLES	23647	$76.09	ELECTION SUPPLIES, COLORED PAPER	534
03/05/20	ANSWER-RITE	23648	$86.80	MARCH ANSWERING SERVICE	550
03/05/20	AXIS	23649	$231.54	BASE & USAGE KYOCERA COPIER	522, 534
03/05/20	CARD SERVICES	23650	$4,212.10	WATER CONGRESS, OFFICE SUPPLIES, CLOTHING	570, 534
03/05/20	CEBT	23651	$13,097.89	APRIL HEALTH INSURANCE PREMIUMS	53005
03/05/20	JEFFREY HODGE	23652	$529.45	TRAVEL EXPENSES FOR INTERVIEW GM	599
03/05/20	MCCANDLESS TRUCK	23653	$200.98	FRONT END ALIGNMENT F450	51625
03/09/20	CO ANALYTICAL	23654	$420.00	WATER TESTS DATED 02/25/20	51010
03/09/20	DRC CONSTRUCTION	23655	$1,220.00	INSPECTING F/L UPPER LIFT STATION -SEWER LINE	575
03/09/20	ENTECH ENGINEERING	23656	$1,885.00	CONCRETE WORK - RESIDUALS MANAGEMENT BUILDING	50000
03/09/20	O'REILLY AUTO	23657	$27.98	BLUE DEF	51611
03/09/20	SERVICE UNIFORM	23658	$403.58	UNIFORM MAINTENANCE THRU 02/25/20	552
03/09/20	UCHEALTH	23659	$85.00	DOT PHYSICAL - T VIALPANDO	599
03/09/20	VALERO	23660	$538.12	FEBRUARY FUEL EXPENSES	51611
03/09/20	WASTE MANAGEMENT	23661	$125.89	MARCH TRASH SERVICE@ HOLBEIN	552
03/10/20	PILOT	ACH	$230.89	MARCH FUEL EXPENSES	51611
03/12/20	MOUNTAIN VIEW	ACH	$19,525.00	ELECTIRC THRU 02/01/20	51801
03/12/20	AIRGAS	23662	$74.69	CYLINDER REANTAL ACETYLENE & OXYGEN	510
03/12/20	COLO SPRGS UTILITIES	23663	$426.53	GAS THRU 03/02/20	51803
03/12/20	HACH	23664	$2,125.36	LAB EQUIPMENT	51009
03/12/20	PETROCK & FENDEL	23665	$983.50	LEGAL FEBRUARY 2020	53207
03/12/20	WELLS FARGO FIN	23666	$157.00	LEASE ON KYOCERA COPIER	552
03/16/20	AMNET	23667	$105.00	MONTHLY BILLING FOR APRIL	552
03/16/20	BLACK HILLS ENERGY	23668	$334.10	GAS THRU 3/11/20	51803
03/16/20	DPC INDUSTRIES	23669	$150.00	CHLORINE	51005
03/16/20	ENTECH ENGINEERING	23670	$570.50	DENSITY TESTING FOR RESIDUALS MGMT	50000
03/16/20	FP MAILINGS	23671	$153.00	INK FOR POSTAGE MACHINE	534
03/16/20	HOME DEPOT	23672	$312.09	MARKING PAINT, LAMPS, BUCKET	512
03/16/20	LINCOLN LIFE	23673	$3,627.38	457 PLAN MARCH 13TH 2020	24003, 544
03/16/20	M.W WATERMARK LLC	23674	$25,032.50	PLATE FILTER PRESS FOR RESIDUALS MGMT	50000
03/16/20	SE CO WATER ACTIVITY ENT	23675	$3,368.25	IF/WHEN SURCHARGE PER AF	59801
03/16/20	SPRINT	23676	$474.68	EMPLOYEE CELL PHONES	550
03/16/20	VERIZON WIRELESS	23677	$159.90	WILLOW CREEK DATA PLAN	550
03/17/20	PILOT	ACH	$72.95	MARCH FUEL EXPENSES	51611
03/19/20	AMNET	23678	$930.00	LABOR FOR WINDOWS 10 UPGRADES	535
03/19/20	BRC HARRIS	23679	$765.00	ANNUAL SERVICE AGREEMENT	552
03/19/20	COMCAST	23680	$371.07	INTERNET@ MAINTENANCE & HOLBEIN	550
03/19/20	DONALA WATER & SANITATION	23681	$152.57	PETTY CASH REIMBURSEMENT	534, 51611
03/19/20	DPC INDUSTRIES	23682	$1,105.18	CAUSTIC SODA, CHLORINE, POTASSIUM PER.	510
03/19/20	FP MAILINGS	23683	$147.08	INK FOR POSTAGE MACHINE	534
03/19/20	GRAY FAMILY MGMT	23684	$49,067.06	LAUGHLIN WATER RIGHTS LOAN PAYMENT	505
03/19/20	PIPESTONE EQUIPMENT	23685	$2,200.00	F/L AUMA CONTROLLER	575
03/19/20	COLO SPRGS UTILITIES	ACH	$80,813.39	WATER DELIVERED FEBRUARY 2020	59800
03/24/20	ROBERT ATKINSON	23686	$128.27	OVERPAYMENT REFUND	20222
03/24/20	AARON BIRKS	23687	$58.81	TITLE CHECK REFUND	20222
03/24/20	CHRISTIAN BROTHERS	23688	$97.50	2 x OIL & FILTERS CHANGE ON RANGERS	516
03/24/20	FP MAILINGS	23689	$81.00	LEASE ON POSTAGE MACHINE	552
03/24/20	VOID	23690		VOID	
03/24/20	ROBERT RUSNAK	23691	$81.34	TITLE CHECK REFUND	20222

DONALA WATER & SANITATION DISTRICT

Statement of Revenues and Expenditures - 2020 WASTE PANT EXEC SUMMARY

From 1/1/2020 Through 3/31/2020

	Total Budget - Revised	Current Year Actual	Percent Total Budget Remaining - Revised
OPERATING REVENUE			
PD-DONALA	626,252.00	197,532.14	(68.46)%
FOREST LAKES O & M PAYMENTS	72,894.00	13,119.00	(82.00)%
TRIVIEW O & M PAYMENTS	747,164.00	108,784.33	(85.44)%
Total OPERATING REVENUE	1,446,310.00	319,435.47	(77.91)%
EXPENSES & PROJECTS			
EXPENDITURES			
CHEMICAL AND LAB	110,000.00	23,799.22	78.36%
REPAIR/MAINTENANCE	181,600.00	43,709.69	75.93%
TRUCK/MOWER EXP.	2,300.00	322.64	85.97%
UTILITIES	343,478.00	52,786.24	84.63%
CONTRACT SERVICES	21,521.00	16,557.26	23.06%
BIOSOLIDS HAULING	80,000.00	18,932.98	76.33%
TOOLS AND EQUIP.	5,000.00	1,064.51	78.71%
INSURANCE	109,731.00	52,400.51	52.25%
OFFICE EXPENSE	2,000.00	627.33	68.63%
TELEPHONE	5,000.00	1,617.58	67.65%
DISTRICT ENGINEER	15,000.00	754.45	94.97%
SALARIES	424,580.00	137,047.98	67.72%
PAYROLL TAXES	31,800.00	10,484.16	67.03%
457 PLAN	29,700.00	5,596.87	81.16%
TRAINING	5,000.00	2,125.00	57.50%
FEES, PERMITS	25,000.00	0.00	100.00%
PUBLICATION	600.00	299.00	50.17%
MISCELLANEOUS	1,000.00	243.03	75.70%
LEGAL EXPENSE	3,000.00	0.00	100.00%
AFCURE	50,000.00	20,241.62	59.52%
Total EXPENDITURES	1,446,310.00	388,610.07	73.13%
Total EXPENSES & PROJECTS	1,446,310.00	388,610.07	73.13%

	UMCRWTF-MARCH 2020				
)ATE	VENDOR	CK#	AMOUNT	DESCRIPTION	ACCT#
03/03/20	CUMMIN SALES AND SERVICE	1516	$83.09	2 x COOLANT FILTERS	512
03/03/20	FOREST LAKES	1517	$168.45	FEBRUARY POTABLE WATER	51801
03/03/20	CENTURY LINK	1518	$3.85	LONG DISTANCE, 3 LINES	550
03/03/20	STAPLES	1519	$152.44	KEYBOARD, FOLDERS, USB DRIVES	534
03/05/20	CARD SERVICES	1520	$116.85	OFFICE SUPPLIES- SAMS	534
03/05/20	CEBT	1521	$4,608.99	APRIL HEALTH INSURANCE PREMIUMS	53005
03/05/20	CO ANALYTICAL	1522	$100.00	TOTAL RECOVERABLE METALS	51010
03/05/20	GRAINGER	1523	$19.14	FLOOD REFLECTOR, BROOM HANDLE	512
03/05/20	POSTAL ANNEX	1524	$41.12	FEB ARSEINC TESTING	512, 510
03/05/20	VERIS	1525	$1,571.22	SLUDGE HAULS WEEK ENDING 2/29/20	51701
03/09/20	AMERIGAS	1526	$5,018.82	PROPANE 1ST, 3RD, 4TH TANKS	51802
03/09/20	SERVICE UNIFORM	1527	$346.19	UNIFORM MAINTENANCE THRU 02/25/20	552
03/09/20	THE GLOVE WAGON	1528	$23.00	SAFETY GLASSES	514
03/09/20	UCHEALTH	1529	$85.00	DOT PHYSICAL - TWAITE	599
03/09/20	VALERO	1530	$16.60	FEBRUARY FUEL EXPENSES	51611
03/09/20	WASTE MANAGEMENT	1531	$1,827.29	FEBRUARY SLUDGE HAULS	51701
03/12/20	MOUNTAIN VIEW	ACH	$18,236.00	ELECTRIC THRU 02/01/20	51801
03/12/20	LAW FIRM OF CONNIE KING	1532	$650.00	PROFESSIONAL SERVICES FEB	554
03/12/20	USA BLUE BOOK	1533	$73.90	MEDIA PLATES	51009
03/12/20	VERIS	1534	$995.42	SLUDGE HAULS WEEK ENDING 03/08	51701
03/16/20	AMNET	1535	$39.50	MONTHLY BILLING FOR APRIL	552
03/16/20	HOME DEPOT	1536	$621.48	NEW WASHING MACHINE	514
03/16/20	LINCOLN LIFE	1537	$1,588.98	457 PLAN MARCH 13TH 2020	24003, 54
03/19/20	AMERIGAS	1538	$1,348.40	PROPANE 1ST, 2ND, & 3RD TANKS	51802
03/19/20	EXCELSIOR BLOWER	1539	$14,377.11	REPAIR TO BLOWER	512
03/19/20	FALCON ENVIRONMENTAL	1540	$535.13	BALANCED IMPELLER	512
03/19/20	GRAINGER	1541	$175.55	HOSE FOR SAMPLER, TAPE, SPORTS DRINK	534, 514
03/19/20	SPRINT	1542	$237.15	EMPLOYEE CELL PHONES	550
03/19/20	VERIS	1543	$748.96	SLUDGE HAULS WEEK ENDING 03/15	51701
03/24/20	ACZ LAB	1544	$238.41	REGULATION-85 DATED 03/11/20	51010
03/24/20	CENTURY LINK	1545	$193.35	INTERNET@ WASTE PLANT	550
03/24/20	ENVIRONMENTAL RESOURCE	1546	$1,096.87	SIMPLE NUTRIENTS, WASTEWATR	51010
03/24/20	GARRISON MINERALS	1547	$5,025.60	MAGNESIUM HYDROXIDE SLURRY	51016
03/24/20	VWR INTERNATIONAL	1548	$924.77	NEW REFRIGERATOR	512
03/25/20	ACZ LAB	1549	$1,020.11	BASELINE & COMPLIANCE	554, 510
03/25/20	VERIS	1550	$902.58	SLUDGE HAULS WEEK ENDING 03/22	51701
03/30/20	GRAINGER	1551	$30.75	CLOCK	534
03/30/20	HPE INC	1552	$242.00	MARCH PREVENTIVE MAINTENANCE	552
03/30/20	LINCOLN LIFE	1553	$1,458.19	457 PLAN MARCH 31ST 2020	24003, 544
03/30/20	PIKES PEAK CULLIGAN	1554	$81.00	DRINKING WATER RENTAL	552
03/30/20	RAMPART	1555	$77.44	REPAIR CAP FOR FAUCET	512
03/30/20	STANDARD INS	1556	$232.73	DISABILITY - APRIL 2020 PREMIUMS	53006
03/30/20	COLORADO CLEANING	1557	$223.50	APRIL JANITORIAL SERVICES	552
03/30/20	USA BLUE BOOK	1558	$640.94	LAB SUPPLIES	51009
03/30/20	YOURMEMBERSHIP.COM	1559	$299.00	JOB POSTING CHIEF WASTE OPERATOR	538

CHANDLER INFORMATION: MARCH 2020

GENERAL FUND: $3,167,800 (invested) Market Value
$ 264,233 (Colorado State Bank)
Next Maturity Date: 4/23/2020
$150,000
BV RETURN: 0.33%

DEBT FUND: $624,104 (Insurance for Bond Issuance)
Money Market
BV RETURN: 0.34%

BONES

MEMO

TO: Board of Directors

FROM: Kip Petersen, General Manager

SUBJECT: Manager's Report

DATE: April 16, 2020

COVID-19 – The District continues to take all precautions to prevent the spread of the Corona Virus, or COVID-19, within our facilities and staff. We are following the recommendations of the Centers for Disease Control, the EPA and the Colorado Department of Public Health and Environment for our employee's safety. The Governor extended the Stay at Home requirements until April 26, 2020, noting that date will be reexamined to determine if it is prudent to end the order, or if it needs to be extended for an additional amount of time. That determination will be based upon the number of confirmed cases and if the rate of transmission has leveled off or reduced. Our office will remain closed to the public until the Stay at Home limits are lifted.

In last month's report, I noted potential issues at the Upper Monument Creek Regional Waste Water Treatment Facility with the "run" on toilet paper. As most local stores have empty shelves, I am concerned that people will substitute toilet paper with "flushable wipes", which should never be flushed down the toilet. Staff have had to unclog several pumps at the facility that were full of "flushable" wipes. I wish everyone could have an opportunity to watch our operators tear down a pump and remove the plug. Once the pump is torn down, it is not only the wipes that need to be removed, but everything else that people have flushed down the toilets or poured down the drains that has gotten caught in the plug. You will have a whole new perspective on what conditions our operators must work in. Please advise all your friends, acquaintances, relatives and strangers on the street to not flush anything down the toilet but poop, pee and toilet paper.

Donala Water and Sanitation District will continue to operate our water and waste water systems as if there are no external pressures. Staffing may be a challenge, but we'll deal with that when the time comes. The managers and chief operators from the Town of Monument, Triview Metro District, Woodmoor Water and Sanitation, and Palmer Lake are having regular call in meetings each Tuesday to discuss our various needs. This could be chemicals in the treatment process for both water and waste water, PPE issues such as sanitizer, gloves and masks, personnel shortages and any other issue that the COVID virus is creating. We'll share resources as needed, including

personnel if one of the District's are experiencing issues. The amount of statewide cooperation is quite impressive. I want to go on record as stating that I am extremely proud of our staff during this challenging time. As an essential service provider, our staff has remained positive and focused on our core responsibilities. While not on the "front lines" like health care and emergency responders, our people work around the clock to insure that all our customers have clean and safe drinking water and that the waste material collected from our customers continues to be treated to well above our discharge standards, each and every day.

DISTRICT ELECTION ON MAY 5, 2020: Despite the COVID virus, the District election will still be held on May 5, 2020. As the District has traditionally held a polling place vote vs. a full mail in vote, the COVID virus is requiring the Designated Election Official take extra precautions to protect the health of the voters and staff. A polling place election requires that voters will need to come to the District office in order to cast their vote. When the decisions on the election were make, the COVID virus had not become a pandemic. Unfortunately, it is too late to make any changes in how we conduct the election. Those who do not want to visit the office to vote may request an absentee ballot from Tanja Smith, the DEO. The request form can be found on the District website. It can be downloaded, completed and returned either by mail, or dropped off at the one of the District drop boxes. We will then mail the ballot to them for complete. It needs to be received no later than May 5th, before 7pm. It can be placed in the drop box or delivered to our office. Ballots received after the deadline will not be counted. In future elections, I will recommend that the District investigate the costs of a mail in ballot process. We have received several complaints from customers who want to know more about the candidates. Several have asked that the District post information on the candidates, including statements from the candidates themselves on why people should vote for them. The District has to be very careful in what material we post on the election to avoid any perception of endorsing any particular candidate, therefore all we should do is list the candidates on the website, with contact information.

PIKES PEAK REGIONAL WATER AUTHORITY: The last Water Authority meeting was cancelled. The Colorado House and Senate and closed down due to the COVID-19 virus and there are plans to restart the session in mid-May. The Colorado Supreme Court did rule that the number of days that the legislature can meet, which is no more than 120 day, do not have to be completed consecutively, thus allowing for the "social distancing" break that the legislature is now on. The status of the May meeting is not yet known.

ARKANSAS BASIN ROUNDTABLE: The next meeting of the Roundtable won't be until May 13th and it may be a phone in meeting. That status will be reviewing in early May.

DROUGHT REPORT: I have attached the latest drought report. Despite a fair snowpack in the mountains, the drought continues to expand in Southwest Colorado creeping back into Colorado. Eastern El Paso County is now classified as "abnormally dry".

OUTREACH ACTIVITIES: Until such time as the restrictions on public gatherings is lifted, or relaxed, our outreach efforts are on hold. Our next city council member we will attempt to schedule will be Wayne Williams.

GLACIER CONSTRUCTION CO

5460 South Quebec Street • Suite 200 • Greenwood Village, Colorado 80111
Phone (303) 221-5383 • Fax (303) 221-5385 • jsmith@gcci.com • http://www.gcci.com

NOTICE OF POTENTIAL DELAY AND RESERVATION OF RIGHTS

April 8, 2020

Donala Water and Sanitation District
15850 Holbein Dr.
Colorado Springs, CO 80921
Attn: Mark Parker

Re: ***WTP Residuals Dewatering Facility***
COVID-19 Pandemic

Dear Mr. Parker,

We are all aware of the ongoing outbreak of the Coronavirus 2019 (COVID-19), which was recently declared a pandemic by the World Health Organization and the President and Governor have declared a national and state emergency, respectively. In Colorado, the Public Health Orders currently in place have required many businesses to close while, for now, allowing construction to continue in most locations. We are grateful that this right to continue working remains in place. We will let you know if the situation changes.

Although the situation continues to evolve rapidly, Glacier Construction Co., Inc. remains fully committed to pursuing the completion of our work in a safe, diligent and reasonable manner under the current circumstances. We must recognize, however, there is a strong likelihood that we will encounter certain delays as a result of this pandemic.

We anticipate our work will be delayed and our productivity will be negatively impacted by the cumulative effect of this outbreak. Potential impacts may include, but are not limited to, labor shortages due to infection or quarantine as well as material shortages and significant delays in lead times as a result of factory closings across the globe. In addition, we are monitoring whether there will be a mandatory shut down. At this time, it is not possible to quantify the delay or compute the impact costs.

While this notice may seem premature, our contract requires that we furnish you written notice of any delays in a timely fashion. Accordingly, pursuant to the terms of paragraph 15.4.2 of our contract, please consider this correspondence to be our formal notice of potential delays to our

performance through no fault of our own and that are beyond our control, including, but not limited to, changed conditions, constructive suspension of work, constructive change, force majeure, act of God, epidemics, quarantine restrictions, etc. Glacier Construction Co., Inc. hereby reserves all rights it may have under our contract and applicable law to protect its legal and commercial interests, including without limitation the right to seek an extension of time and an increase in our contact price. I can assure you that we are evaluating all options to minimize and mitigate the impact to your Project. As more information becomes available, we would like to discuss our options for successfully completing your Project.

As this is a continuing delay, Glacier Construction Co., Inc. will continue to keep you and your project representatives informed of these delays and their effect on overall Project completion.

We will diligently seek to minimize to the best of our ability, the effects of these delays on our work. Your cooperation in minimizing these impacts are appreciated as we work our way through this unprecedented event.

Sincerely,

Jennifer C. Smith

Jennifer Smith
Project Manager

Cc: Kip Petersen, Donala Water and Sanitation District
David Frisch, GMS, Inc.
Randy Wambsganss, Glacier Construction Co., Inc.
Rebecca Jackson, Glacier Construction Co., Inc.
Robert Yarbrough, Glacier Construction Co., Inc.
Jeff Woelk, Glacier Construction Co., Inc.

From: Tom Finkbiner <tfinkbiner@mwwatermark.com>
Sent: Tuesday, March 31, 2020 12:07 PM
To: Tom A Mcclernan <tamcclernan@gmsengr.com>
Cc: David R Frisch <drfrisch@gmsengr.com>; Jennifer Smith <jsmith@gcci.com>
Subject: S025197 - Donala Water and Sanitation District - filter press schedule

Hello Tom,

As we navigate these historic times, we are currently open as we provide direct support of essential industries and markets. While we are open, some of our vendors have shut down. Because of this we will be operating at a reduced capacity for the foreseeable future.

Currently, you have on order filter press equipment. The equipment was acknowledged as being ready to ship on May 29.

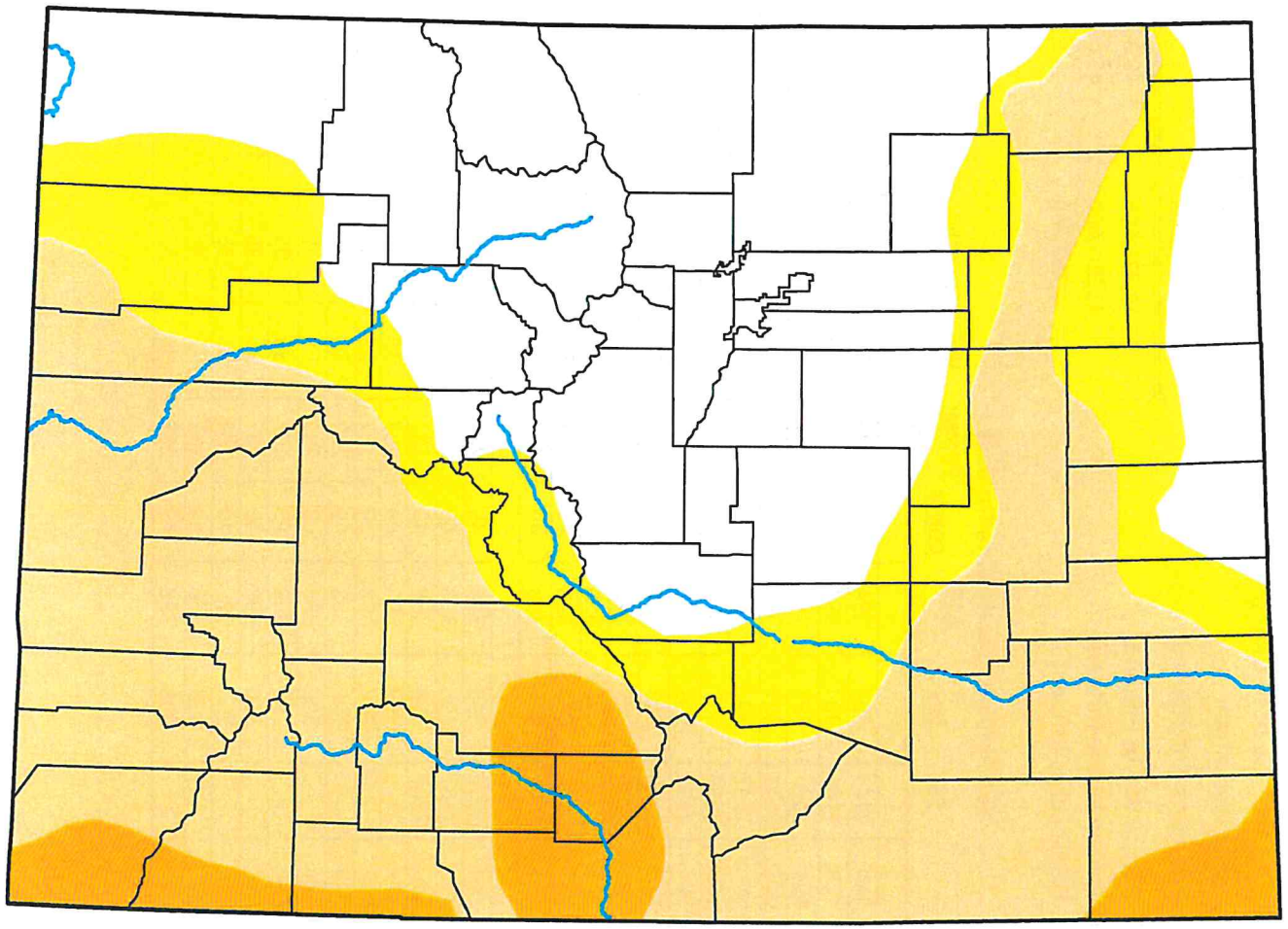
I wanted to advise you that you should plan on the equipment shipment date being negatively impacted. At this point in time, I would be doing everyone a disservice to try and guess at the length of the delay.

I will be sending periodic updates to advise on the status of the equipment.

Tom Finkbiner | Project Manager, PMP
M.W. WATERMARK
4660 136TH Ave., Holland, MI 49424
T: 616.399.8850 x 116
F: 616.399.8860
E: tfinkbiner@mwwatermark.com
W: www.mwwatermark.com

U.S. Drought Monitor
Colorado

April 7, 2020
(Released Thursday, Apr. 9, 2020)
Valid 8 a.m. EDT



Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to https://droughtmonitor.unl.edu/About.aspx

Author:

David Simeral
Western Regional Climate Center

droughtmonitor.unl.edu

DONALA WATER & SANITATION DISTRICT BOARD STATISTICS -- MONTHLY VOLUME

March 2020

1. Water Pumped	6,114,550	Gallons
Willow Creek Water	5,916,382	Gallons
Total Water Billable	**12,030,932**	**Gallons**
2. Backwash Robert Hull Plant	1,000	Gallons
Backwash Holbein Plant	81,000	Gallons
Hydrant Flush and Misc	0	Gallons
Total Water Non-Billable	**82,000**	**Gallons**
3. **Billable Water Distributed** (Includes #1 Minus #2)	**11,948,932**	**Gallons**
4. Water Billed All Routes	**11,508,786**	Gallons
Truck Fill Billed	4,575	Gallons
Pumped but not Billed - Includes Holbein, R. Hull & Acct 1155 & Temp Hydrant	3,202	Gallons
Actual Water Total	**11,516,563**	**Gallons**
5. **%Billed vs. Distributed**	**96.38%**	
6. **Donala Waste Influent**	**12,475,000**	49.38%
7. **Triview Waste Influent**	**11,391,000**	45.09%
8. **Forest Lakes Influent**	**1,398,000**	5.53%

See Previous Yearly Data On Back

		SF	MF	MF (SFE)	COMM	COMM(sfe)	IRR OTHER	Irr Other (SFE)	TOTAL	TOTAL (SFE)	Growth
2019											
	JAN	2144	394	394	48	286	35	35	2621	2859	0.00%
	FEB	2144	394	394	48	286	35	35	2621	2859	0.00%
	MAR	2147	397	397	49	287	35	35	2628	2866	0.24%
	APR	2147	397	397	49	287	35	35	2628	2866	0.24%
	MAY	2147	397	397	49	287	35	35	2628	2866	0.00%
	JUN	2150	397	397	49	287	35	35	2631	2869	0.10%
	JUL	2151	398	398	49	287	35	35	2633	2871	0.17%
	AUG	2153	398	398	49	287	35	35	2635	2873	0.14%
	SEP	2155	398	398	49	287	35	35	2637	2875	0.14%
	OCT	2158	398	398	49	287	35	35	2640	2878	0.17%
	NOV	2163	398	398	49	287	35	35	2645	2883	0.28%
	DEC	2163	398	398	49	287	35	35	2645	2883	0.17%
2020											
	JAN	2160	398	398	49	287	35	35	2642	2880	-0.10%
	FEB	2162	398	398	49	287	35	35	2644	2882	0.07%
	MAR	2167	398	398	49	287	35	35	2649	2887	0.17%
	APR		398	398	49	287	35	35	482	720	-75.06%
	MAY		398	398	49	287	35	35	482	720	0.00%
	JUN		398	398	49	287	35	35	482	720	0.00%
	JUL		398	398	49	287	35	35	482	720	0.00%
	AUG		398	398	49	287	35	35	482	720	0.00%
	SEP		398	398	49	287	35	35	482	720	0.00%
	OCT		398	398	49	287	35	35	482	720	0.00%
	NOV		398	398	49	287	35	35	482	720	0.00%
	DEC		398	398	49	287	35	35	482	720	0.00%

WILLOW CREEK RANCH
APRIL 16, 2020

While we are not in the 2020 water year yet, it is fast approaching. We can start taking credit for water on May 1st and through the end of August. Based upon the snowpack we've observed both on the pastures and on Mt. Massive, Mark and I are anticipating only average year for runoff. To add to the challenge, water storage is still high due to the large amount of runoff in 2019. Reclamation has been talking about a spill potential for the last month and Mark and I have participated in the conference calls. It started off with a spill of 16,000 AF which would have been discharging about 3,000 AF day. The spill was slated for April 15th, but enough water has been moved around the sytems that there will not be a spill. We have been advised that storage will be tight in May and into June so Mark and I will be watching carefully to insure that we are not caught short. Being proactive, we've been using as much of our Willow Creek Ranch water as we can to reduce what we have in storage. We've booked over into the CSU account, with CSU's cooperation and approval, what water we have left.

We probably will not start taking credit until late May to allow for additional storage space in the reservoirs. During average flows, we can take all of May's allocation in 8 days or less.

Mark and I will be visiting the Ranch next week to determine what damage the beavers have done to the stream, about the Willow Creek flume. If necessary, I will try and hire a trapper to remove the beavers. We will have to remove additional dams that they have built in order to get the water back in the historical banks. It is likely that we'll have to rent a track hoe to get into the willows without sinking into the muck.

STATUS OF OPERATIONS
APRIL 16, 2020

WATER PLANTS: The demands on the District's water supplies are starting to increase, with some limited irrigation observed around the District. The District produced 12,030,932 gallons in March vs. 10,889,737 gallons of water in February, which is a 10% increase. Of this total, 49% was from our Willow Creek Ranch and the balance, 51%, was from the District's wells. The weather in March was widely variable. Both water plants are up and running. The R. Hull facility was scheduled for deep cleaning, but we have delayed that activity until we have staff available to dedicate to the cleaning.

UMCRWWTF: The Upper Monument Creek Regional Waste Water Treatment Facility is operating within our permit standards. Robert Hull has been spending time at the plant, as the Chief Operator. I have submitted ads for a new Chief Waste Water Operator and have received one application to date.

CAPITAL PROJECTS: The Residual Management Facility project is moving however we have received notices from both the General Contractor and the manufacturer of the press, advising us of potential delays in deliveries. Most concerning is the notice from the press manufacturer who advised us that due to the disruption in manufacturing and shipping, the press will be delayed with no indication of a new delivery date. In all likelihood, the project will not be completed by the end of May. This means that we'll have to depend upon our Willow Creek Ranch water more again this year to avoid any arsenic issues in the fall. We can hope that the farmers and ranchers in southeast need to use a lot of water in storage to make room for the spring runoff and that Gleneagle gets daily irrigation rains.

The District's water main replacement project is proceeding. The notice has been published that we are accepting bids, with construction targeted for a mid-May start.

DEVELOPMENT UPDATE
APRIL 16, 2020

There have been no new contacts regarding additional development within the Donala boundaries. Construction of single-family homes continues with 5 taps sold so far this year. Most of them are on lots on the former golf course.