

PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) S.S.
)
STATE OF COLORADO)

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) has been scheduled for Thursday January 19, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Special Meeting

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
 - a. Minutes – 12/8/2016 Regular Meeting and 1/5/17 Special Meeting
 - b. Water Loss Update/
4. Consideration of Resolution 2017 – 01 – Annual Posting for Meetings
5. Consideration of Renee Lewis Recommendation Letter
6. Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue
7. Consideration to Develop a Committee for Town Inclusions
8. Consideration of Canceling February Regular Board Meeting
9. Any other Business Brought before the Board will be Duly Considered.

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
 - a. Minutes – 1/5/2017 Special Meeting
 - b. Water Loss Update
5. Consideration to Develop a Committee for City Inclusions
6. Consideration of Resolution 2017 – 01 Annual Posting for Meetings
7. Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue
8. Consideration of Canceling February Regular Board Meeting
9. Any other Business Brought before the Board will be Duly Considered.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
JANUARY 19, 2017 REGULAR MEETING

6 **Attendance**

8 The following Directors were present: Blake Brueckner, Michael Church, Paul Hansen, Gordon McIver,
9 and Jim Smith.

11 In attendance from staff: Shellie Peterson, Justin Ramsey (telephonically). Also present was: Jim
12 Garrett and Steve Graham and Jack Bridges.

14 **Call to Order**

16 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by
17 Chairman Michael Church at 5:50 p.m.

19 **Consent Agenda**

21 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the
22 December 8, 2016 Regular Meeting, the January 5, 2017 Special Meeting and the Water Loss Update.
23 A motion was made by Director McIver and seconded by Director Hansen to approve the Consent
24 Agenda as presented. The motion passed unanimously.

26 **Public Comment**

28 Chairman Church opened the meeting for Public Comment. Steve Graham and Jack Bridges thanked the
29 Board for their time for discussion of The Foothills project during the Work Session.

31 **Consideration to Develop a Committee for City Inclusions**

33 Chairman Church indicated that he would like the Board to consider a committee to consider a long-term
34 water plan for the downtown Pagosa Springs area. He suggested that this planning would be helpful to
35 have in place prior to consideration of a Rate Study in 2018. After discussion, a motion was made by
36 Director Brueckner and seconded by Director Smith to appoint Chairman Church and Director Hansen to
37 this committee along with District Manager, Justin Ramsey.

39 **Consideration of Resolution 2017 – 01 – Annual Posting for Meetings**

41 The Board considered Resolution 2017 – 01 – Annual Posting for Meetings (copy attached). Shellie
42 Peterson, Business Systems Manager, presented Consideration of Resolution 2017 – 01 – Annual
43 Posting for Meetings, stating that it is an annual housekeeping matter and no changes from previous
44 posting places were being suggested. A motion was made by Director Smith and seconded by Director
45 Hansen to adopt Resolution 2017 – 01 – Annual Posting for Meetings. The motion passed unanimously.

50 **Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue**

51

52 The Board considered a 2017 Schedule of Fees & Charges with recommended changes in red-line (copy
53 attached). Shellie Peterson, Business Systems Manager, presented Consideration of 2017 Schedule of
54 Fees & Charges. After a lengthy discussion, a motion was made by Director Smith and seconded by
55 Director Hansen to accept the Schedule of Fees & Charges with the changes suggested by staff with the
56 exception that the rate to be charged at the Water Fill Stations should be set at \$9.10 per 1000 gallons.
57 The Board concurred that a 30 day notice placed at the three locations would serve to inform the fill
58 station customers of the upcoming increase for the purposes of covering the costs associated with that
59 service. The motion passed unanimously.

60

61 **Consideration of Canceling February Regular Board Meeting**

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63 The Board considered canceling the February Regular Board Meeting unless there was a customer
64 request to come before the Board or other matter that required Board attention. Shellie Peterson was
65 directed to post the Notice of Cancelation at the appropriate time should a meeting not be required.

66

67 **Other Business**

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69 Shellie Peterson informed the Board that it was becoming more likely that the Water Enterprise Fund
70 would exceed its authorized appropriations during the payment of remaining 2016 expenses. If that is the
71 case, a Budget Amendment would be prepared and a Public Hearing for such matter would be published
72 for the March 2017 Board Meeting.

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74 There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

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76 Respectfully submitted,

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79 Gordon McIver

80 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT)
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ARCHULETA COUNTY) S.S.
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STATE OF COLORADO)

NOTICE OF WORK SESSION CANCELLATION

NOTICE IS HEREBY GIVEN that the Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District have been CANCELED for February 16, 2017.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

SEAL

PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) S.S.
)
STATE OF COLORADO)

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday March 16, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
 - a. Minutes – 01/19/2017 Regular Meeting
 - b. Water Loss Update
4. Review of current District Affordable Housing Procedures
5. Board election of Board President/Chairman
6. Review and revise Bylaws
7. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
 - a. Minutes – 01/19/2017 Regular Meeting
 - b. Water Loss Update
5. Review of current District Affordable Housing Procedures
6. Board election of Board President/Chairman
7. Review and revise Bylaws
8. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
MARCH 16, 2017 REGULAR MEETING

6 **Attendance**

8 The following Directors were present: Michael Church, Paul Hansen, Gordon McIver, and Jim Smith.

10 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett, Bill Hudson, Lynne Vickerstaff, Steve Graham and Jack Bridges.

13 **Call to Order**

15 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Michael Church at 5:30 p.m. A motion was made by Chairman Church to excuse Director Brueckner. The motion was seconded by Director Hanson and passed unanimously.

19 **Consent Agenda**

21 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the January 19, 2017 Regular Meeting and the Water Loss Update. A motion was made by Director Smith and seconded by Director Hansen to approve the Consent Agenda as presented. The motion passed unanimously.

26 **Public Comment**

28 Chairman Church opened the meeting for Public Comment. Lynne Vickerstaff stated her opinion that affordable housing is the largest problem facing the community and that it would be important for the Board to consider being a part of the solution.

32 Jim Garrett indicated that from the conversation regarding affordable housing in the Work Session, he thought the Board had perspective that should be shared with the affordable housing work group.

35 Bill Hudson suggested that it would be helpful for the Board to make a statement to the effect of encouraging the establishment of a third party to properly vet an affordable housing development.

38 **Review of Current District Affordable Housing Procedures**

40 There was no action presented or taken to change the policy of the Board that affordable housing projects are subject to currently published connection charges and Capital Investment Fees. Staff was directed to schedule any very compelling affordable housing projects to be considered by the Board.

44 **Board Election of Board President/Chairman**

46 Chairman Church had indicated in writing that his recent election as Chairman of the ACRCC, commonly known as the Republican Central Committee necessitated that he would step down as Chairman. After discussion and consideration of various Directors accepting the position; a motion was made by Director

49 Hansen and seconded by Director Mclver to appoint Director Smith as President/Chairman. The motion
50 carried unanimously.

51

52 **Review and Revise Bylaws**

53

54 Director Church indicated that he would like to see minimum educational and professional credentials
55 specified for key positions of the District, specifically, that the District strive to employ a professional
56 engineer (PE) and a certified public accountant (CPA). Justin Ramsey as a PE satisfies the PE objective
57 and after discussion, a motion was made by Director Smith to direct Justin Ramsey to pursue hiring a
58 person that had a CPA designation. The motion was seconded by Director Hansen and passed
59 unanimously. Further discussion indicated that it would be preferable to codify this personnel objective in
60 the Bylaws of the District. Justin Ramsey was directed to work with Jeff Robbins, PAWSD attorney, to
61 develop language for the PAWSD Bylaws. The matter was tabled pending revised language for the
62 Directors to consider.

63

64 **Other Business**

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66 There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

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68 Respectfully submitted,

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71 Gordon Mclver

72 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT)
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ARCHULETA COUNTY) S.S.
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STATE OF COLORADO)

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday April 20, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
 - a. Minutes – 03/16/2017 Regular Meeting
 - b. Water Loss Update
 - c. Financial Statements as of March 31, 2017
 - d. Investment Report as of March 31, 2017
4. Discussion regarding potential IGA between PAWSD; County and Town for use of fiber capacity connection
5. Presentation of the Mountain Studies Forests to Faucets Program
6. Review and revise Bylaws
7. Discussion of letter to from Rod Proffitt, San Juan Water Conservancy District
8. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
 - a. Minutes – 03/162017 Regular Meeting
 - b. Water Loss Update
 - c. Financial Statements as of March 31, 2017
 - d. Investment Report as of March 31, 2017
5. Presentation of the Mountain Studies Forests to Faucets Program.
6. Review and revise Bylaws
7. Discussion of letter to from Rod Proffitt, San Juan Water Conservancy District
8. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
APRIL 20, 2017 REGULAR MEETING

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Attendance

The following Directors were present: Michael Church, Paul Hansen, Blake Brueckner, and Jim Smith.

In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett and Marcie Bidwell.

Call to Order

The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 5:30 p.m. A motion was made by Director Church to excuse Gordon McIver. The motion was seconded by Director Hanson and passed unanimously.

Public Comment

Chairman Smith opened the meeting for Public Comment. There were no comments presented.

Consent Agenda

The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the March 16, 2017 Regular Meeting, the Water Loss Update and the financial reports. A motion was made by Director Hansen and seconded by Director Church to approve the Consent Agenda as presented. The motion passed unanimously.

Mountain Studies Institute Forests to Faucets Request

Marcie Bidwell had presented a request for financial support for the 2017 Forests to Faucets: My Water Comes from the San Juan Mountains Teacher Training Workshop. In partnership with the San Juan Mountains Association, Fort Lewis College and the Water Information Program, this teacher training has been held each summer since 2012 and was last offered in Pagosa Springs in 2013. The District had previously offered the use of the conference room and had extended that offer again for 2017. A motion was made by Director Hansen and was seconded by Director Smith to approve financial support in the amount of \$701.00 toward this program. The motion passed with Director Church voting against it.

Review and Revise Bylaws

The Directors considered language that had been proposed by Jeff Robbins, District Legal Counsel, regarding the insertion of minimum educational and professional credentials for key District personnel. Director Smith pointed out that on page 12 of the Bylaws the composition of the Audit Committee indicated was the Treasurer, a member of the Board appointed by the President and the District Manager or designee. Shellie Peterson reported that in the past couple of years, the full Board had chosen to participate on both the Budget and Audit Committees. Mr. Smith suggested that the Bylaws be revised to allow for flexibility in that matter. Director Made a motion to revise the Bylaws on page 12 to insert "a minimum of" one member of the Board as well as to incorporate the minimum educational and

50 professional credentials as suggested. The motion was seconded by Director Brueckner and passed
51 unanimously.

52

53 **Discussion of Letter from Rod Proffitt San Juan Water Conservancy District**

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55 This matter was discussed during the Work Session at length. Director Church made a motion to table
56 the subject of any new discussions regarding Dry Gulch outside of those considered and agreed upon in
57 the existing three-party agreements between the Colorado Water Conservation Board, the District and the
58 San Juan Water Conservancy District for the remaining term of Loan A which extends until December 1,
59 2034. The motion was seconded by Director Hansen and passed unanimously.

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61 It was suggested that Director Smith and Justin Ramsey should participate in the CWCB meeting
62 scheduled for May representing the Board. Further direction was given for Justin Ramsey to respond to
63 the other matters addressed in the letter such as approving the memorial plaque for Jack DeLange to be
64 placed on a boulder on the District campus and declining participation in the stream management plan for
65 the Upper San Juan River above Navajo Reservoir as it did not directly pertain to the District's watershed
66 area.

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68 **Other Business**

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70 Justin Ramsey presented an invitation to the Board to attend the ground breaking for the first phase of the
71 Veterans Memorial Park of Archuleta County on May 29, 2017. After discussion it was determined that
72 the Board members would attend and staff was directed to produce appropriate name tags for the event.

73

74 Director Hansen suggested that the District should consider purchasing a vehicle that would be more fuel
75 efficient. Manager Justin Ramsey offered to put together a vehicle plan to consider this suggestion.

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77 There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

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79 Respectfully submitted,

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82 Gordon McIver

83 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) S.S.
)
STATE OF COLORADO)

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday May 18, 2017, at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
 - a. Minutes – 04/10/2017 Regular Meeting
 - b. Water Loss Update
4. Consideration of a Petition for Inclusion for Water and Wastewater Purposes from Steve Thull
5. Consideration of a Request for Proposals for District General Counsel Services
6. Discussion and Review Status of District Vehicles
7. Consideration of Request for Funding from the Town of Pagosa Springs
8. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
 - a. Minutes – 04/10/2017 Regular Meeting
 - b. Water Loss Update
5. Consideration of a Petition for Inclusion for Water and Wastewater Purposes from Steve Thull
6. Consideration of a Request for Proposals for District General Counsel Services
7. Discussion and Review Status of District Vehicles
8. Consideration of Request for Funding from the Town of Pagosa Springs
9. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
May 18, 2017 REGULAR MEETING

6 **Attendance**

8 The following Directors were present: Paul Hansen, Blake Brueckner, and Jim Smith.

10 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett

12 **Call to Order**

14 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by
15 Chairman Jim Smith at 5:38 p.m. A motion was made by Director Hansen to excuse Michael Church.
16 The motion was seconded by Director Brueckner and passed unanimously.

18 **Public Comment**

20 Chairman Smith opened the meeting for Public Comment. There were no comments presented.

22 **Consent Agenda**

24 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the
25 April 20, 2017 Regular Meeting and the Water Loss Update. Director Smith noted that a Water Loss
26 Committee Meeting had been held immediately preceding the work session and that pressure testing
27 continues in the Lake Hatcher area. Director Hansen made a motion to offer \$100 rewards to the first
28 customer who notified the District of a possible leak that the District was not previously aware of. The
29 motion died for the lack of a second although there was further discussion. A motion was made by
30 Director Hansen and seconded by Director Brueckner to approve the Consent Agenda as presented. The
31 motion passed unanimously.

33 **Petition for Inclusion for Water and Wastewater Purposes**

35 Shellie Peterson presented a Petition for Inclusion from Steve Thull for 40 acres just outside of the current
36 PAWSD boundary located at 811 Stevens Lake Road. The Directors had discussed the minimal impact
37 this request represented at 1 equivalent unit during the work session. A motion to approve the inclusion
38 was made by Director Hansen. Director Brueckner seconded the motion which passed unanimously.

40 **Request for Proposals for District General Counsel Legal Services**

42 Manager Ramsey indicated that this request for proposals would provide more information about other
43 possible sources and costs associated with general counsel services, noting that he had called the
44 current legal counsel, Goldman, Robbins, Nicholson & Mack, and PC. to let them know the District was
45 considering this action. The Directors concurred and instructed Mr. Ramsey to advertise for general
46 counsel services.

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Status of District Vehicles

The Directors reviewed a schedule of the District owned vehicles and directed Manager Ramsey to proceed with arrangements to auction those vehicles in poor or worse condition and furthermore to evaluate the trailers and take similar action with those or other items that are no longer of use to the District.

Request for Funding of the Pinon Lake Fountain from the Town of Pagosa Springs

The Directors considered the request from the Town of Pagosa Springs to contribute financially to the operating costs of the Pinon Lake Fountain. After discussion, a motion was made by Blake Brueckner and seconded by Director Hansen to decline to support this feature financially. The motion passed unanimously. Manager Ramsey was directed to respond to the Town in writing indicating that the Directors could not justify the expense as it did not deliver any direct benefit to District rate payers.

Other Business

Justin Ramsey requested that the June 15, 2017 meeting be rescheduled for June 22, 2017, to accommodate Ronny Farmer's schedule. Mr. Farmer will be presenting the results of the 2016 Audit at the meeting rescheduled for June 22, 2017.

Director Smith noted that in conversation with Mr. Farmer during his last session at the District, Mr. Farmer had suggested that random months of total expenditures be compared to each other as well as random pay periods. The comparison may highlight variations in each specific type of expense. It was determined to talk more about this with Mr. Farmer at the next meeting.

There being no further business to come before the Board, Director Brueckner made a motion to adjourn the meeting at 6:06 pm. Director Hansen seconded the motion which passed unanimously.

Respectfully submitted,

Gordon McIver
Secretary

PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) S.S.
)
STATE OF COLORADO)

NOTICE OF ATTENDANCE AT THE VETERANS MEMORIAL PARK GROUND-BREAKING

NOTICE IS HEREBY GIVEN that members of the Board of Directors of the Pagosa Area Water and Sanitation District plan on attending the ground-breaking ceremony of the Veterans Memorial Park on May 29, 2017 at 1:00 p.m. This is being noticed to accommodate the attendance of a possible majority of the members of the Board. The event will be held at the Veterans Memorial Park of Archuleta County on Vista Blvd, Pagosa Springs, Colorado. There will be no District business conducted.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

SEAL

PAGOSA AREA WATER AND SANITATION DISTRICT)
ARCHULETA COUNTY) S.S.
STATE OF COLORADO)

NOTICE OF REGULAR WORK SESSION AND MEETING RESCHEDULED

NOTICE IS HEREBY GIVEN that the Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District have been RESCHEDULED from June 15, 2017 at 4:00 and 5:30 p.m. respectively to June 22, 2017. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado. Agenda to follow.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey
For the Board of Directors

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
June 22, 2017 REGULAR MEETING

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Attendance

The following Directors were present: Paul Hansen, Blake Brueckner, Gordon McIver and Jim Smith.

In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Marshall Dunham and Ronny Farmer

Call to Order

The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 6:06 p.m. A motion was made by Director Hansen to excuse Michael Church. The motion was seconded by Director Brueckner and passed unanimously.

Public Comment

Chairman Smith opened the meeting for Public Comment. There were no comments presented.

Consent Agenda

The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the May 18, 2017 Regular Meeting and the Water Loss Update. A motion was made by Director Hansen and seconded by Director Brueckner to approve the Consent Agenda as presented. The motion passed unanimously.

Public Hearing for Inclusion for Water and Wastewater Purposes

Director Jim Smith opened the Public Hearing for Inclusion from Steve Thull for 40 acres just outside of the current PAWSD boundary located at 811 Stevens Lake Road. Chairman Smith suggested the language on the Conditions of Inclusion be revised slightly to distinguish the amounts from the year. Hearing no objection to the proposed inclusion; a motion to approve the inclusion and authorize Director McIver to execute the Board Order was made by Director Hansen. Director McIver seconded the motion which passed unanimously. The Public Hearing was closed.

Presentation and Approval of the 2016 Audited Financial Statements

Mr. Ronny Farmer had been present in the work session that immediately preceded the meeting and answered a number of questions from the Directors as well as reviewed the Financial Statements in detail. Director Hansen made a motion to accept the 2016 Audited Financial Statements and direct staff to file them with the appropriate agencies. The motion was seconded by Director Brueckner and passed unanimously.

50 **Consideration of Audit Engagement Proposal for 2017**

51 The Directors considered an Audit Engagement Proposal from Ronny Farmer to perform the audit
52 process for 2017 at a stated fee of \$28,560. Director Hansen made a motion to approve awarding that
53 work to Mr. Farmer. The motion was seconded by Director Brueckner and passed unanimously.

54

55 **Consideration of Approval of a Letter of Support for the Growing Smart Program Grant**

56 Chairman Smith reported that both he and Justin Ramsey had attended a meeting regarding this grant
57 process with the County and Town representatives and that he supported the idea of having a seat at the
58 table as it pertains to planning efforts being made by these agencies. Chairman Smith made a motion to
59 sign the letter in support of the grant application process to provide training at the Integrated Land Use
60 and Water Planning Workshop, and should the grant be awarded, authorize Justin Ramsey's participation
61 in the program. Director Brueckner seconded the motion. Chairman Smith called for a vote and the
62 motion passed with Director Hansen opposed.

63

64 **Discussion of Contracting for New Service Connections**

65 This matter had been considered during the work session at length and Justin Ramsey was directed to
66 continue discussion with appropriate contractors and to obtain firmer costs to be considered.

67

68 **Other Business**

69 The Directors were in receipt of a letter from Rodney Proffitt, President of the San Juan Water
70 Conservancy District regarding an opportunity to work with the State or other agencies to acquire the
71 Weber ranch through loan forgiveness. Justin Ramsey was directed to respond indicating that the
72 Directors would be interested in whatever proposals there might be forthcoming.

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74 There being no further business to come before the Board, Director McIver made a motion to adjourn the
75 meeting at 6:30 pm. Director Hansen seconded the motion which passed unanimously.

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77 Respectfully submitted,

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80 Gordon McIver

81 Secretary

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3 **RECORD OF**
4 **PROCEEDINGS**
5 **PAGOSA AREA WATER AND SANITATION DISTRICT**
6 **August 17, 2017 REGULAR MEETING**

7 **Attendance**

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9 The following Directors were present: Paul Hansen, Mike Church, Gordon McIver and Jim Smith.

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11 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present were Randy Pierce, J.R. Ford,
12 Aaron Kimple, Ray Finney and Chuck Soniat.

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14 **Call to Order**

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16 Chairman Jim Smith called the Regular Meeting for the Pagosa Area Water and Sanitation District
17 (PAWSD) to order at 5:00 p.m. A motion was made by Director Hansen to excuse Blake Brueckner. The
18 motion was seconded by Director Church and passed unanimously.

19
20 **Public Comment**

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22 Chairman Smith opened the meeting for Public Comment. There were no comments presented.

23
24 **Consent Agenda**

25
26 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for
27 June 22, 2017 Regular Meeting, the Water Loss Update, Financial Statements and Investment Report.
28 Justin Ramsey also gave a brief report about current projects; noting in particular, odor control methods
29 being considered by the PSSGID, a proposed date revision to the annual calculation of the Municipal
30 Rate charged to PSSGID for budget purposes, the possible hiring on a journeyman electrician and the
31 purchase of a John Deer Gator for use in checking various raw water sources and intakes. Also reported
32 were connection statistics of 56 connections completed in 2017 compared to 52 at this time last year; 17
33 connections scheduled and 25 connections not yet scheduled by the property owners. A motion was
34 made by Director Hansen and seconded by Director McIver to approve the Consent Agenda as
35 presented. The motion passed unanimously.

36
37 **Consideration of Responses from Requests for Proposals for Legal Services**

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39 Justin Ramsey reported that four submittals were received in response to his request for proposals for
40 legal services, three from the Denver area and one from current counsel, Jeff Robbins. Three of the four
41 proposals quoted fees of a similar amount with the fourth being considerably higher. Two of the firms
42 with similar fees to Jeff Robbins had substantial experience with Special Districts. A motion to continue
43 services with Jeff Robbins was made by Director Church. Director McIver seconded the motion, which
44 passed unanimously.

45
46 **Consideration of Request from San Juan Headwaters Forest Health Partnership**

47
48 Aaron Kimple and J.R. Ford presented the request for continued contribution of \$7,500 for ongoing efforts
49 to protect the Stevens Reservoir and Hatcher Lake Watershed areas. Mr. Kimple indicated that the local

50 support enabled them to leverage dollars with federal funding to expand and continue these efforts. A
51 motion was made by Director Mclver to approve the contribution of \$7,500. The motion was seconded by
52 Director Smith and passed unanimously.

53

54 **Consideration of Petition for Inclusion for Wastewater Purposes – Phil and Marie Rizzo**

55 Shellie Peterson presented a Petition for inclusion for wastewater purposes for Martinez Mountain
56 Estates Lot 103 by Phil and Marie Rizzo. Justin Ramsey indicated that there was not any difficulty
57 presented in serving this property. A motion was made by Director Mclver and seconded by Director
58 Church to accept the petition for inclusion and set the Public Hearing for such as September 21, 2017.
59 The motion passed unanimously.

60

61 **Consideration of Petition for Inclusion for Water Purposes – Tim Brown and Stephanie Hill**

62 Shellie Peterson presented a Petition for inclusion for water purposes for a parcel along Mill Creek Road
63 from Tim Brown and Stephanie Hill. The subject property is able to be served by the District and has the
64 written approval from Phase One property owners as well as verbal approval from Phase Two property
65 owners. The District had agreed that it would not consider service to additional properties along Mill
66 Creek unless agreeable compensation had been arranged with the original developers of both Phase
67 One and Two. Director Hansen made a motion to accept the petition contingent upon the receipt of the
68 approval from Phase Two property owners in writing prior to September 21, 2017, the proposed date for
69 the public hearing. The motion was seconded by Director Smith and passed unanimously.

70

71 **Consideration of PAWSD 2016 Annual Report – Archuleta County Board of County**

72 **Commissioners**

73 Shellie Peterson indicated that this report had been submitted to the Division of Local Government,
74 various County departments, and the Board of County Commissioners since 2009. It is a report that can
75 be required by the County and contains a number of exhibits as prescribed by Statute as well as the
76 certification of debt to tap ratio and other assertions agreed upon by the Board at that time. Director
77 Church made a motion to approve the report and authorize its submission to various agencies. The
78 motion was seconded by Director Smith and passed unanimously.

79

80 Director Hansen directed Justin Ramsey to craft a letter to the County Commissioners suggesting that to
81 better utilize staff time and resources; the report would no longer be submitted automatically but require a
82 specific request to do so.

83

84 **Consideration of San Juan Water Conservancy District Request for Release & Consent for the**
85 **South West Land Alliance to Release Work Product**

86 The Directors reviewed the requested document and Shellie Peterson referenced the history of both the
87 PAWSD and SJWCD involvement and investment in a conservation easement being placed by the
88 Lavertys' on their property adjoining the Weber Running Iron Ranch. Mr. Ray Finney elaborated that
89 while the work product being requested may not yield anything of significance; it was preferable for both
90 Districts' to have that work product. A motion was made by Director Hansen and seconded by Director
91 Smith to authorize the Chairman to execute the Release and Consent document. The motion passed
92 unanimously.

93

94 **Consideration of Setting and Changing Dates**

95 The Directors concurred that the date of October 19, 2017 would be noticed for the Public Hearing for the
96 Certification of Delinquent Accounts to the County Treasurer as well as the Public Hearing for the 2018
97 Budget. They further allowed that the December meeting date would be changed to December 7, 2017 to
98 accommodate the prompt filing of mill levies to Archuleta County.

99

100 **Other Business**

101 Director Smith reported that he, Justin and Art Holloman had toured the Weber Ranch recently and that
102 there was a number of noxious weeds that should be treated. He directed Justin Ramsey to prepare a
103 letter to that effect along with suggestions for treatment, and send it to the Webers noting that following
104 environmental laws was a necessary element in the various contracts.

105

106 There being no further business to come before the Board, Director Mclver made a motion to adjourn the
107 meeting at 6:37 pm. Director Hansen seconded the motion which passed unanimously.

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109 Respectfully submitted,

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112 Gordon Mclver

113 Secretary

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3 **RECORD OF**
4 **PROCEEDINGS**
5 **PAGOSA AREA WATER AND SANITATION DISTRICT**
6 **September 21, 2017 REGULAR MEETING**
7

8 **Attendance**
9

10 The following Directors were present: Paul Hansen, Mike Church, Gordon McIver, Blake Brueckner and
11 Jim Smith.
12

13 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was Chris Mannara. Pagosa
14 Springs Sun.
15

16 **Call to Order**
17

18 Chairman Jim Smith called the Regular Meeting for the Pagosa Area Water and Sanitation District
19 (PAWSD) to order at 5:04 p.m.
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21 **Public Comment**
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23 Chairman Smith opened the meeting for Public Comment. There were no comments presented.
24

25 **Consent Agenda**

26 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for
27 August 17, 2017 Regular Meeting and the Water Loss Update. Justin Ramsey also gave a brief report
28 about current projects; noting in particular that Lake Hatcher was down approximately 4.5 feet and that
29 the relocation of the downtown fill station to Mill Creek Road is in process with an anticipated date of
30 September 28 to shut down the existing location and move the equipment to the new location. He also
31 mentioned that a condition of putting the fill station at the location included asphaltting the area but that
32 may not be done until next year. A motion was made by Director McIver and seconded by Director
33 Church to approve the Consent Agenda as presented. The motion passed unanimously.
34

35 **Public Hearing for the Purposes of inclusion for Wastewater Purposes – Philip & Marie Rizzo**

36 The Public Hearing was opened at 5:15. Shellie Peterson reiterated that the District was able to provide
37 service to this property and that the appropriate fees had been paid. Hearing no objections from the
38 public, a motion was made by Director Church and seconded by Director Hansen to approve the inclusion
39 and authorize Director McIver to execute the Board Order. That Public Hearing was closed.
40

41 **Public Hearing for the Purposes of inclusion for Water Purposes – Tim Brown and Stephanie Hill**

42 The Public Hearing was opened at 5:20. Shellie Peterson reiterated that the District was able to provide
43 service to this property, the appropriate fees had been paid and letters received from both property owner
44 groups approving the service. Hearing no objections from the public, a motion was made by Director
45 Hansen and seconded by Director Brueckner to approve the inclusion and authorize Director McIver to
46 execute the Board Order. The Public Hearing was closed.
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50 **Consideration of Proposals Submitted for Water and Wastewater Rate Study**

51 Two proposals had been received, Stantec and FCS Group. Justin Ramsey opened the discussion
52 stating that there were really four options to consider, one, to do nothing; however, he briefly reviewed a
53 list of cost comparisons over the past four years that averaged a 15% increase. The second option
54 presented was consideration of re-establishing the rate increases projected in the previous rate study.
55 That option was also not recommended because so much of the data and assumptions used had
56 changed. After a discussion of the two proposals for a new study to begin mid-January, a motion was
57 made by Director Church and seconded by Director Hansen to approve the selection of Stantec and
58 authorize Justin Ramsey to prepare and execute a Notice of Award to that firm.

59
60 **Consideration of Colorado Employee Benefit Trust 2018 and Alternative Proposals from Frank**
61 **Stichter, Strategic Healthplan Consulting LLC.**

62 The CEBT renewal increase of 5.5% was considered difficult for the District to absorb as well as for the
63 employees. CEBT is requiring renewal choices to be made by October 13, 2017. Alternatives were being
64 explored through considering a partially self-funded insurance plan rather than the alternative of reducing
65 benefits. After discussion, staff was directed to continue the research and after making a
66 recommendation to Chairman Smith for his approval, proceed with notifying CEBT.

67
68 **Other Business**

69 Justin Ramsey notified that Board that Boot Jack Ranch had filed an opposition to the District's water
70 rights due diligence application. Details were yet to be fully discussed with Districts' legal counsel, Evan
71 Ela, and will follow.

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73 There being no further business to come before the Board, Director Church made a motion to adjourn the
74 meeting at 6:55 pm. Director Hansen seconded the motion, which passed unanimously.

75 Respectfully submitted,

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79 Gordon McIver
80 Secretary

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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
OCTOBER 19, 2017 REGULAR MEETING AND PUBLIC HEARINGS

Attendance

The following Directors were present: Paul Hansen, Gordon McIver, Blake Brueckner and Jim Smith.

In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was Chris Mannara, Pagosa Springs Sun and Ray Finney, San Juan Water Conservancy District

Call to Order

Chairman Jim Smith called the Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) to order at 5:00 p.m.

A motion was made by Director McIver to excuse the absence of Director Church. The motion was seconded by Director Hansen and passed unanimously.

Public Comment

Chairman Smith opened the meeting for Public Comment. There were no comments presented but Chairman Smith thanked Chris Mannara, Pagosa Springs Sun, and Shellie Peterson for their efforts on the article regarding the 2018 draft budget.

Consent Agenda

The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for September 21, 2017 Regular Meeting, the Water Loss Update and Financial Statements. Justin Ramsey also gave a brief report about taste and odor issues resulting from the GAC change-out at the Hatcher Water Treatment Plant. During inspection of the vessel after the old carbon was removed, diffusers that needed repair were discovered so the process took longer than anticipated which resulted in taste and order complaints. Justin also reported that the District had participated in an auction and sold some old equipment and two trucks. A motion was made by Director Hansen and seconded by Director Brueckner to approve the Consent Agenda as presented. The motion passed unanimously.

Public Hearing for the Purposes of Consideration of Resolution 2017-02 to Certify Delinquent Accounts to the County Treasurer

The Public Hearing was opened at 5:20 by a motion made by Director Hansen and seconded by Director Brueckner. Shellie Peterson reiterated that this process is normally done each year at this time and accounts that are over 6 months past due and over \$150 are eligible to be certified. After discussion regarding the various methods available to the District to collect unpaid accounts, a motion was made by Director Hansen and seconded by Director McIver to approve Resolution 2017-02. The motion passed unanimously. That Public Hearing was closed.

Public Hearing for the Purposes of Consideration of the Draft 2018 Budget

The Public Hearing was opened at 5:30. Shellie Peterson pointed out that this is an opportunity for the public to comment on the proposed 2018 budget. There were no members of the public that had any

50 comments. Mrs. Peterson also indicated that the major changes between the draft the Directors reviewed
51 in September and this version were detailed in the Staff Summary Sheet and while there were quite a few
52 changes, overall the impact was minimal. She also pointed out that with no Regular Meeting scheduled
53 for the month of November; the next meeting date had been changed to December 7th to accommodate
54 certifying the mill levies in a timely manner. The Public Hearing was closed.
55

56 **Report Results of 2018 Employee Health Insurance and Related Benefits Placement with a**
57 **Partially Self-Funded Insurance Plan**

58 Two insurance brokers had submitted proposals for alternative coverage in addition to the renewal
59 package offered by Colorado Employment Benefit Trust (CEBT). Justin Ramsey had reviewed the
60 process of selecting the insurance plan with Chairman Smith and with his approval; a choice had been
61 made to enlist Benefit Health Advisor and utilizing Cigna for health coverage, Mutual of Omaha for life
62 and disability, Delta Dental for dental coverage and Eyemed for vision coverage. The benefits offered
63 would remain the same or slightly better and the cost to the District and its employees will stay the same
64 or be reduced depending upon the particular claim experience in a given year. CEBT has been notified of
65 the District's intent to cancel coverage after December 31, 2017.
66

67 **Other Business**

68 Ray Finney, San Juan Water Conservancy District SJWCD, addressed the Board. He indicated he was
69 making himself available to answer questions and that he was seeking a better working relationship with
70 the Board. Mr. Finney emphasized that while PAWSD is the current water provider, it was the purview of
71 the SJWCD to provide the future water resources and that was what they were trying to do. He indicated
72 that they are working with various State agencies and there has been some interest in the project and the
73 SJWCD's intentions of obtaining the land necessary for it.
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75 There being no further business to come before the Board, Director Hansen made a motion to adjourn the
76 meeting at 7:00 pm. Director Mclver seconded the motion, which passed unanimously.
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78 Respectfully submitted,
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81 Gordon Mclver
82 Secretary
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RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
DECEMBER 7, 2017 REGULAR MEETING

Attendance

The following Directors were present: Gordon McIver, Blake Brueckner and Jim Smith. Mike Church was present telephonically.

In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was Chris Mannara, Pagosa Springs Sun and Rod Proffitt, San Juan Water Conservancy District, and Mark Weiler.

Call to Order

Chairman Jim Smith called the Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) to order at 5:00 p.m.

A motion was made by Director McIver to excuse the absence of Director Hansen. The motion was seconded by Director Brueckner and passed unanimously.

Public Comment

Chairman Smith opened the meeting for Public Comment.

Consent Agenda

The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for October 19, 2017 Regular Meeting and the Water Loss Update. Justin Ramsey also gave a brief report about a main water line leak on Highway 84 that was recently discovered and repaired. He estimated that the volume was approximately 60,000 gallons per day loss. Poor installation practices had contributed to the failure and high pressure made the volume higher. Mr. Ramsey reminded the Directors about the Special Meeting of elected officials scheduled for January 17, 2018. The purpose of that meeting will be to come to a consensus so that all agencies are using the same data for planning purposes. There was a brief discussion regarding upcoming changes to be proposed to the Rules and Regulations regarding the metering of fire lines and establishment of a more comprehensive system for fire line installation as well as upcoming changes to backflow prevention regulations. Mr. Ramsey indicated that a new Intergovernmental Agreement (IGA) was in the draft phases regarding lift stations 17 and 18 utilizing the PSSGID pump station and revisions were being considered to amend the date range used for the calculation of the municipal rate. A motion was made by Director Brueckner and seconded by Director McIver to approve the Consent Agenda as presented. The motion passed unanimously.

Presentation and Request for Support from Mark Weiler Regarding Establishing a Community College in Pagosa Springs

Mr. Weiler indicated that he had recently been involved with starting a Building Trades Vocational Program at the High School. In doing so he became acquainted with the Colorado Mountain College (CMC) and their approach to making better use of existing educational infrastructure to reduce the costs of getting a college degree. Mr. Weiler indicated that the CMC currently serves 17,000 students in 11 campuses. To become included in CMC's area is a process similar to an annexation and would at some

50 point require a vote of the public. At this time, Mr. Weiler was looking for a letter of support for the
51 concept similar to what had been provided by the Town of Pagosa Springs Town Council. The Board
52 thanked Mr. Weiler for his presentation.

53

54 **Consideration of Certification of Mill Levies**

55 Shellie Peterson presented the Certification of Tax Levies for Non-School Governments for both District 1
56 and District 2 (copy attached) noting that there had been very little change from the preliminary
57 assessments to the final. Mrs. Peterson also noted that with the increase in assessment both Districts'
58 mill levy for payment of General Obligation Bonds were reduced. The Tabor and Statutory 5.5% revenue
59 limits had been calculated on both Districts and did not result in a Temporary Property Tax Credit or
60 Reduction. A motion was made by Director McIver and seconded by Director Brueckner to approve he
61 Mill Levies and authorize their certification by the President. The motion passed unanimously.

62

63 **Consideration of 2018 Budget**

64 Shellie Peterson briefly reviewed the draft 2018 Budget (copy attached) noting the changes from the
65 October 19, 2017, meeting. Mrs. Peterson did indicate that it appeared that an Amendment to the 2017
66 Budget would be necessary do to the changing of battery technology on the meter reading equipment. A
67 large number of battery failures in the early winter months of 2017 had impressed upon staff the prudence
68 of getting them all changed during temperate weather. The expenditure had not been anticipated for all
69 the meters and thus the most significant need to amend the 2017 Budget. After further discussion, a
70 motion to approve the 2018 Budget was made by Director McIver. The motion was seconded by Blake
71 Brueckner and passed unanimously.

72

73 **Consideration of the Board Meeting Calendar**

74 The Directors discussed the meeting schedule for the upcoming year and determined that it had worked
75 well to have the meetings the third Thursday of every month at 5:00 pm with the exception of the months
76 of July and November. A motion was made by Director McIver and seconded by Blake Brueckner to
77 maintain that same schedule. The motion passed unanimously.

78

79 There being no further business to come before the Board, Director McIver made a motion to adjourn the
80 meeting at 6:15 pm. Director Brueckner seconded the motion, which passed unanimously.

81

82 Respectfully submitted,

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85 Gordon McIver

86 Secretary

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