

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
MOUNT WERNER WATER & SANITATION DISTRICT
HELD AT THE FISH CREEK WATER FILTRATION PLANT
STEAMBOAT SPRINGS, CO 80487
8:00 A.M. Friday-January 19th, 2024

DIRECTORS PRESENT: Wade Gebhardt, Alan Koermer (in-person)
Don White, Gavin Malia (via Microsoft Teams)

DIRECTORS ABSENT: John Shively

STAFF PRESENT: Frank Alfone, General Manager
Tyler Gilman, Operations Manager
Cat Smith, Business Manager
Beau Cahill, Project Development Coordinator
Tom Sharp, General Counsel
(all in-person)

OTHERS PRESENT: Michelle Carr, Distribution & Collection Manager, City of Steamboat Springs
(via Microsoft Teams)

I. ESTABLISHMENT OF QUORUM AND CALL TO ORDER

Director Malia stated that a quorum was present and called the meeting to order at 8:03 A.M.

II. ACKNOWLEDGE PUBLIC

III. APPROVAL OF AGENDA FOR MEETING

Under new business, a proposed Grant of Easement and Agreement, and the respective Resolution for the Mid-Valley Development will be considered by the Board.

MOTION: To approve the agenda with the addition of the Resolution and Agreement topic.

APPROVED: Vote 4-0

IV. APPROVAL OF SUBMITTED MINUTES OF PREVIOUS MEETING

A. From the December 8, 2023, Regular Board Meeting

MOTION: To approve the minutes from the December 8, 2023, Regular Board Meeting

APPROVED: Vote 4-0

V. PUBLIC COMMENT

There was no public comment.

VI. TREASURERS REPORT

A. Mrs. Smith presented the November 30th, 2023, financials.

- Total operating revenues equaled \$2.99M, 82% of the total budget.
- Operating costs equaled \$2.7M, approximately 96% of the total budget.
- Non-operating revenues equaled \$761K excluding the CWRPDA loans, roughly 92% of the budget.
- Plant Investment Fee (PIF) revenue equaled \$664K, 92% of the total budget.
- Capital Improvement Plan (CIP) expenses equaled \$2.19M
- Total reserves equaled \$1.98M
- Customer accounts receivable equals \$5,800

VII. COMMITTEE REPORTS

- A. Budget and Audit Committee – 2023 Financial and Single Audits
- District staff is starting to prepare and organize for the 2023 Financial Audit and will work again with Watson Coon Ryan, LLC, and financial consultant Alex Fink with Clifton Larson Allen LLP. A single audit is not required for 2023.
 - The goal is to have a draft audit report and discussion at the March board meeting.
- B. Water Matters Committee Report –1-11-24 DWR Meeting Summary
- Mr. Alfone and Mr. Gilman participated in a meeting with Brian Romig, Division of Water Resources (DWR), Jonathan Kelly and Brianna Trotter-Wright Water Engineering, Julie Baxter-City of Steamboat Springs (COSS), and Matt Luce and Amy Jackson-WW Wheeler.
 - The goal of the meeting is to ensure that the District is allocating its diversions accurately to the District and for the COSS Water Rights and following the proper coding per DWR- Division 6. Per this meeting, the last step is for each entity to revise the spreadsheet with the requested changes by DWR and submit the data to Mr. Romig for final review.
- C. Succession Committee Report – 1/4/24 Meeting Summary
- The organizational chart for the District showed near-term needs for staffing. Two employees are reaching retirement age, and those positions will need to be replaced. There also may be the need for additional staff, or overlap, during the transition period.
 - District staff developed a revised Self-Evaluation and Performance Appraisal Forms, which were launched this year. Both documents relate to one another with respect to job duties and behaviors and included a rating metrics system.
 - This year’s overarching goal for the District plant and field team is for each member to obtain the highest level of certification(s) possible with respect to water and wastewater operations. Currently, the District only has two level A Operators with one nearing retirement.
 - The importance of personnel development, enhancing skill sets and providing training to the team, especially those within supervisory roles, was discussed.
 - The topic of moving critical operation-type maintenance, repairs, and projects in-house was discussed and not having to rely heavily on “outside” contractors. This will allow the District staff better control, more timely projects completion, and quality project outcomes. An example of this is procuring a sewer jet truck and camera (budgeted in 2025) to manage sewer backups in mainlines in a more timely and efficient manner and provide more frequent in-house cleaning of sewer mains.
 - The training and certifications that District staff have obtained have given them the skillset to complete more in-house projects and will empower them to utilize those skills learned and apply them in the field. Safety protocols and on-going safety training are critical for staff as part of project management.
 - Potential employee housing options/ideas were discussed to possibly help secure and fill future positions.

VIII. REPORT OF GENERAL MANAGER

- A. Executive Summary Review
- District staff are waiting for final approval for the submitted completion construction form from the Colorado Department of Public Health and Environment for the Yampa Meadows Infiltration Gallery Project.
 - Phase 2B project, the Fish Creek plant will have two (2) shutdowns during the 2B project. The first is scheduled from April 1 – May15, 2024.

Water will be solely supplied by the Yampa Wells Plant and multiple notices about the shutdown will be sent out to District customers.

- The proposed '24 Carollo Rate Study was discussed. Previous studies focused on producing updates to the existing water and wastewater collection financial models and determining funding scenarios to complete the Phase 2A and 2B CIP projects. The current proposal includes a Cost-of-Service rate study, review of the Plant Investment Fee rates, and analysis of tiered volume water rates charges and how they are structured and compared to similar other Districts.

B. Review of 2023 Goals/Proposed 2024 Goals

- The 2023 goals for the GM and District staff were highlighted as well as the proposed goals in 2024.
- Highlights for 2023 included the completion of Phase 2A, the Wastewater Collection Master Plan, Phase 3 of the sewer interceptor project, the PRV project at Christie Club, and continued progress on preventative maintenance of sanitation infrastructure.
- Major projects in 2024 include Phase 2B and the Ski Time Square Turnaround project, at which time the District will be replacing the wastewater collection infrastructure and water mains under that subject area.
- Projects slated for 2025 construction include Lift Station improvements and replacement of the Booster 1 Pump Station.
- The District will collaborate with the COSS on the Fetcher Park Road asphalt project, including the road at the intersection of Pine Grove Rd., the pond parking lot, and around the Fetcher Park Field Maintenance Shop will all be paved. Drainage will also be addressed with grading improvements.

IX. REPORT OF GENERAL COUNSEL

A. Counsel Report

- Counsel Sharp detailed the work he completed about the Mid-Valley/Yampa Valley Housing Authority (YVHA) Project. The property was platted by a predecessor entity, which included multiple easements dedicated to both the District and the City. The YVHA building plans call out different utility locations than previously planned by the original developer. The District will collaborate with the COSS City to vacate certain easements from prior development plans and new easements will be created for the proposed layout. An Agreement will be executed between the District and YVHA codifying everything – see item IX - C below.
- Counsel Sharp anticipates future easement work at the Amble Project, south of the Steamboat Grand which may begin construction in 2024.

X. UNFINISHED BUSINESS

There was no unfinished business.

XI. NEW BUSINESS

A. Consideration of Resolution to Designate Official Posting Place for Notices of 2024 District Board Meetings

- A Colorado state law passed in 2019 that only requires Board meeting notices to be posted on the District's website. In addition to the website, the District will continue to post meeting notices at the office main entry door.

MOTION: To adopt the resolution to designate the official posting place for notices of 2024 District Board Meetings on the District's Website.

APPROVED: Vote 4-0

B. 2024 Board Meeting Schedule

- The October 18th Board meeting will be moved to October 11th to comply with the 2025 budget submittal requirement date.

C. Mid-Valley – Resolution and Agreement

- The existing Mid-Valley development has several easements for water, sewer, and access that were previously platted and approved by the District and COSS City Council. The COSS and District will have to vacate these existing easements and create new ones for the new water and wastewater infrastructure per the proposed development. The agreement identifies the vacations and the new easements. The Agreement requires a Board Resolution be approved prior to executing the agreement.

MOTION: To approve the Board Resolution as presented, allowing the District to execute the Agreement.

APPROVED: Vote 4-0

D. I-pads: Board Meeting Packets of Information

- The Board decided to use their own devices to access Board Meeting information. Staff will determine the best way to post this information and will start the new program for the March Board meeting. Paper copies will be discontinued.

XII. ADJOURN

The next Regular Board meeting date is March 15th, 2024, at 8:00 A.M.

There being no further business, the meeting was adjourned at 9:14 A.M.

Respectfully submitted,

Frank Alfone, Secretary/General Manager