

RECORD OF PROCEEDINGS

**MINUTES OF THE BOARD OF DIRECTORS OF  
THE INVERNESS WATER AND SANITATION DISTRICT**

HELD: December 6, 2017 at 3:00pm  
at  
188 Inverness Drive West, Suite 150  
Englewood, CO 80112

**ATTENDEES** Directors present: Charlie Davis, Tom Morton, Brett Stone and Joel Christensen. Others present: Clay Boelz and Toby Austin; Inverness Properties, Randy Warren, Luis Tovar, Pat Mulhern and Kelly Conover; Mulhern MRE, Inc., Erin Smith; Norton and Smith P.C.

**CONFLICT OF INTEREST** Upon motion duly made, seconded and unanimously carried, the statements for the Directors, filed with the State of Colorado, Division of Local Governments were ratified.

**PUBLIC COMMENT**  
There was no public present.

**AGENDA** The Board reviewed the agenda. Upon motion duly made, seconded and upon vote, unanimously carried, the Board approved the agenda.

**CONSENT AGENDA**  
The Board considered the Consent Agenda. The Consent Agenda included approval of the minutes from the October 4, 2017 meeting. Director Christensen noted a discrepancy in the minutes that staff will adjust. Upon motion duly made by Director Davis, seconded by Director Morton and unanimously carried, the Board approved the minutes.

Luis Tovar and Randy Warren provided a review of the Disbursements dated October 4, through December 5, 2017 and the investments as of September 30, 2017. Following discussion, upon motion by Director Morton, seconded by Director Davis, and upon vote, unanimously carried.

Randy reviewed the financial statements as of September 30, 2017. Following Board discussion and upon motion duly made by Director Davis, seconded by Director Morton and upon vote, unanimously carried, the Board ratified the disbursements and investments and accepted the financial statements.

Upon motion duly made by Director Davis, seconded by Director Morton, and upon vote, the Board unanimously approved the designated posting locations and meeting dates for 2018 as follows:

Posting Locations: 188 Inverness Drive West, #150  
19 Inverness Way East

312 Inverness Way South, Metro Park  
Douglas County Clerk's office  
Arapahoe County Clerk's office

2018 Meeting Dates: February 7th  
April 4th  
June 6th  
August 1st  
October 3rd  
December 5th

### **PUBLIC HEARING ON 2018 BUDGET**

Upon motion duly made, seconded and upon vote, the Board opened a public hearing on the proposed 2018 Budget. There being no public present, the public hearing was closed.

Randy Warren discussed the 2018 Budget for consideration provided in the Board packet. He discussed the slight drop in mill levy due to the increase in Assessed Value of the District for 2018. The 2017 mill levy was 5.23 for the Debt Fund. The proposed mill levy for 2018 is 4.75.

The Budget reflects an increase in water rates of 5% to reflect the increased use of WISE water, a more expensive but replaceable supply option. The Budget reflects a static sewer rate.

Clay Boelz reviewed the current outstanding bond for the District of approximately \$11.4 million.

### **RESOLUTION TO ADOPT 2018 BUDGET, APPROPRIATE FUNDS AND SET MILL LEVY**

Following Board discussion and upon motion duly made by Director Morton, seconded by Director Davis and upon vote, unanimously approved the Resolution to Adopt the 2018 Budget, Appropriate Funds and Set the Mill Levy. The Board directed the District Manager and staff to file the budget and mill levy with the appropriate state and county offices.

### **PUBLIC HEARING ON EXCLUSION OF THE VIEWS PROPERTY**

Staff has not received a signed petition for exclusion of the property therefore legal counsel recommended delaying the item until the February 2018 meeting for discussion.

### **PROJECT UPDATES**

Luis Tovar reviewed the project update memos provided in the Board packet related to the WISE Project, water tank inspections, water quality items, building 56-58 sanitary sewer upgrade, Denver Water Usage, CDPHE Regulation 84 Inspection, Well Chloramine Disinfection, and the sewer lining project.

## CONTRACTS

Randy Warren and Luis Tovar reviewed the Contracts as listed and detailed below:

1. **WISE Local Connection – Retainage Payment** – The District advertised for the release of retainage for the project contractor as required by statute. The retainage was 5% of the payment requests in the amount of \$25,616.
2. **Water Age Modeling** – Bai Engineering has been working on the District Water Quality and we have asked for a proposal to complete an extended water model. The proposal is for \$12,750.
3. **56-58 Sanitary Sewer Upgrade – Change Order** – ECS will relocate an existing effluent line and provide sediment control through the winter until sod is installed in spring. The Change Order amount is \$6,324.
4. **Water Operations Uniforms** – Service Pro has provided pricing for a weekly rental and cleaning of operators uniforms in the amount of \$3,700 for the year.
5. **2018 District Management Contract** – Mulhern MRE annual agreement for management services with the same scope and terms as 2017. The contract amount is for \$190,000.
6. **2018 District Accounting/Billing** – Inverness Properties LLC has provided pricing for Accounting and Billing services for 2018 with the same scope and terms as 2017. The contract amount is for \$94,000. Mulhern MRE expects to assist in billing and customer service included in this amount.
7. **2018 District Oversight** – Inverness Properties LLC has provided pricing for oversight and financial services for 2018 with the same scope and terms as 2017. The contract amount is for \$11,600.
8. **2018 District Landscaping** – Inverness Landscaping will provide landscaping and snow removal at the District well sites for \$14,500.
9. **2018 Emergency Utility Services** – C & L Water Solutions will provide emergency repairs on a time and materials basis.

Upon motion duly made by Director Morton, seconded by Director Stone and upon vote, unanimously carried, the Board approved the contracts listed above.

**ADJOURNMENT** There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried the meeting was adjourned. The next regular meeting is scheduled for February 7, 2018 at 3:00 at the new District office location at 188 Inverness Drive West, Suite 150 Englewood, CO.

READ AND APPROVED BY THE BOARD:

Date: \_\_\_\_\_

\_\_\_\_\_  
Charles Davis, Secretary