

**WEST DIVIDE WATER CONSERVANCY DISTRICT
818 Taughenbaugh Blvd., Suite 101
Rifle, Colorado 81650**

**MINUTES OF BOARD OF DIRECTORS MEETING
November 13, 2017**

CALL TO ORDER

The regular Board of Directors meeting was called to order at the District office at 10:00 a.m. by President Samuel B. Potter.

ROLL CALL

The following directors were present: President Samuel B. Potter, Vice President Dan R. Harrison, and Treasurer Bruce E. Wampler. Director Kelly Couey and Secretary Robert J. Zanella were absent. Also in attendance were Tammy Keenan, Office Manager; Wendy Ryan, Colorado River Engineering, Inc.; and Edward B. Olszewski, Counsel.

PUBLIC COMMENT

There was no comment from the public.

MINUTES

Bruce E. Wampler moved the minutes of the October 2017, meeting be approved as received; Dan R. Harrison seconded; motion carried.

FINANCE REPORT

Bills to be Paid: Bruce E. Wampler moved the attached list of bills be paid; Dan R. Harrison seconded; motion carried.

Financial Statements: Bruce E. Wampler moved the October 2017, Financial Statements prepared by Barnes, Pearson & Associates, LLC be accepted; Dan R. Harrison seconded; motion carried.

SECOND REVIEW OF 2018 BUDGETS

The Board reviewed changes made to budgets after prior meeting. Budgets to be adopted at the December meeting after final figures are received for the county assessments.

SET 2018 RATES

Bruce E. Wampler moved to adjust the 2018 rates to include a Non-federal water rate on all augmentation plans to address jurisdiction of the federal usage of water from federal facilities and to remove the Snowmaking rate; seconded by Dan R. Harrison; motion carried.

WATER CONTRACTS

John Lyons Symposium, Inc.; Bruce E. Wampler moved approval of this amendment from, 3.5 a.f. to 4.97a.f., Colorado River, Domestic; seconded by Dan R. Harrison; motion carried.

John Lyons Symposium, Inc (H).; Bruce E. Wampler moved approval of this water allotment contract, 2.13 a.f., Colorado River, Commercial, Hemp; seconded by Dan R. Harrison: motion carried.

Oscar Martinez: Bruce E. Wampler moved approval of this water allotment contract, 1 a.f., Silt Interconnect, Domestic; seconded by Dan R. Harrison: motion carried

ROUNDTABLE REPORT

Next meeting will be held on November 20, 2017 at the Clifton water treatment plant.

HYDROLOGISTS' REPORT

Received oral report on pending projects from Wendy Ryan.

Water watch and augmentation reports were handed out and discussed with Wendy Ryan.

Martin Reservoirs: Staff gages were installed on Martin reservoirs # 1 and 2, October 27, 2017 by Wendy Ryan and Eric Bryndilson . Reservoir #3 was still full of water and Colorado River Engineering was unable to install a staff gage at that time.

During the installation of the staff gage on Martin Reservoir # 1 they were able to inspect the outlet. Upon inspection, they noticed that the outlet pipe was mangled and crushed. The reservoir has not been empty in many years so it is unclear when this damage happened. It was decided that Anytime Sewer and Drain should video the outlets. They also noticed that a depression had formed upstream of the dam of #1. They believe that the depression was formed due to the damaged pipe allowing sediment and water to enter the outlet during the releases.

November 10, 2017 Anytime Sewer and Drain was able to video the outlet pipes. The video has confirmed that the outlet pipe of reservoir #1 is corrugated metal pipe and there is no damage downstream of the outlet valve. However, there is some damage to the upstream side and will require repair to avoid further damage to the dam during releases. The outlet was left in the open position to allow inflow to bypass the reservoir until the necessary repairs can be made.

The outlet pipe for reservoir #2 is green PVC material. There are some tree roots preventing the gate from closing tightly. No other damage was seen and the releases were made with no issue. The outlet was left closed allowing storage of runoff in the spring.

The outlet pipe for reservoir #3 is black PVC material and is in good condition. The outlet for reservoir #3 is a butterfly valve that has seized shut. Due to the seizure the outlet was not able to be opened and will store runoff in the spring.

Flow thru to #2

Colorado River Engineering recommends that #1 fill halfway allowing the upstream section of pipe to be repaired next fall. They also recommend that outlet for #3 be replaced. They will obtain cost estimates for all suggested work.

Valve

2017 Accounting: The majority of meter readings have been received and entered. The accounting has been tracked monthly and will be submitted to the state soon.

ATTORNEY'S REPORT

Received written and oral report from counsel.

NEW BUSINESS

Internal controls were discussed with the accountant, Lyndie Pearson, and the district should continue to have a third party receive and record payments. It would not be a good idea to accept credit card payments.

ADJOURN

Meeting adjourned at 12:45p.m.

SIGNED:

Secretary

R. Zanella

ATTEST:

Samuel B. Potter, President

GENERAL FUND

Num	Name	Memo	Account	Amount
DD	Keenan, Tamara S	Direct Deposit	5221 - Salary	2,297.66
5134	Tammy S. Keenan	Nov 2017	5396 - Janitorial	75.00
5135	Bookcliff Professional Building, LLC	Escrow	5394 - Rent-Prop.Taxes/Ins/Utilities	200.00
5135	Bookcliff Professional Building, LLC	Dec Rent	5395 - Rent--Office unit	854.00
eft	Electronic Federal Tax Payment System	84-0976632	2205-FICA/MED/FWT Payable	680.34
5136	Capital One, F.S.B.	Postage	5300 - Postage/Box Rent/Etc.	18.72
5136	Capital One, F.S.B.	Century Link	5390 - Telephone & Internet	290.81
5136	Capital One, F.S.B.	Paper	5100 - Office Supplies	45.98
5137	Olszewski, Massih & Maurer, P.C.	General Legal	5280 - Legal	336.00
5137	Olszewski, Massih & Maurer, P.C.	Water Rights	5280 - Legal	875.00
5138	Barnes, Pearson & Associates, LLC	Sept & Oct Financial Prep	5150 - Accounting	1,180.00
5138	Barnes, Pearson & Associates, LLC	2018 Budget Per	5200 - Budget Preparation	3,285.00
5138	Barnes, Pearson & Associates, LLC	3rd Quarter Payroll reports	5150 - Accounting	170.00

10,308.51

GENERAL STORED WATER

Num	Name	Memo	Account	Amount
2263	John Lyons Symposiums, Inc.	Refund overpayment	1200 - Accounts Receivable	64.10
2264	Olszewski, Massih & Maurer, P.C.	General	7047 - Legal--General	371.00
2264	Olszewski, Massih & Maurer, P.C.	Alsbury Diligence	7047 - Legal--General	322.00
2264	Olszewski, Massih & Maurer, P.C.	Area A	7047 - Legal--General	804.50
2264	Olszewski, Massih & Maurer, P.C.	Research As built	7049 - Legal--Martin Reservoirs	182.00
2264	Olszewski, Massih & Maurer, P.C.	Kendig	7052 - Legal -- Kendig Reservoir	45.00
2265	Garfield County Clerk and Recorder	Memorandums	7070 - Memorandum Recording Fees	13.00
2266	Colorado River Engineering, Inc.	Bd Mtg, new contracts, Pioneer Ditch	7032 - Hydrology--General	4,307.50
2266	Colorado River Engineering, Inc.	Site visit, install staff gages, outlet issues	7036 - Hydrology--Martin Reservoirs	2,372.65

8,481.75

FOURMILE

Num	Name	Memo	Account	Amount
1787	Olszewski, Massih & Maurer, P.C.	General	8050 - Legal--General	1,323.50
1788	Garfield County Clerk & Recorder	Memorandum recording	8070 - Memorandum Recording Fees	13.00

1,336.50

SILT INTERCONNECT

Num	Name	Memo	Account	Amount
390	Garfield County Clerk & Recorder	Memorandum	8000 - Memorandum Recording Fees	61.00

61.00

GRAND TOTAL

20,187.76