

**RECORD OF PROCEEDINGS**  
SAN JUAN WATER CONSERVANCY DISTRICT  
NOVEMBER 16, 2020 SPECIAL MEETING

**Attendance**

All Board Members and attendees present participated via the District's Zoom account in accordance with the CDC and CDPHE recommendations regarding COVID – 19.

The following Directors were present: Al Pfister, Susan Nossaman, John Porco, Candice Kelly, Bill Hudson, Doug Secrist, Merlin Wheeler, and Joe Tedder.

Also present were: Erin Wilson, Brenna Mefford, Jeff Kane, Renee Lewis, and Chris Mannara.

**Call to Order**

The Special Meeting for the San Juan Water Conservancy District (SJWCD) was called to order by Chairman Al Pfister at 5:06 p.m.

**Public Hearing – Consideration of Proposed 2021 Budget**

Chairman Pfister opened the Public Hearing – Consideration of Proposed 2021 Budget at 5:08 p.m.

The Board considered Proposed 2021 Budget (copy attached). Chairman Pfister presented Consideration of 2021 Proposed Budget, stating the proposed budget had been available for public view in the office and on the website since October 15, 2020. Comments were offered regarding proposed 2021 expenditures on legal and engineering services for the West Fork Reservoir and Canal Water Rights by the District's attorney, Jeff Kane, and the District's current engineers on that project, Erin Wilson and Brenna Mefford of Wilson Water Group.

Chairman Pfister closed the Public Hearing – Consideration of Proposed 2021 Budget at 5:23 p.m.

**Revisions to Agenda**

The Board considered Revisions to the Agenda. Chairman Pfister requested the Consideration of Wilson Water Group Contract Efforts item be moved up on the agenda to make the best use of the engineering firm's time. The Board agreed to the proposed revision.

**Declaration of Conflicts of Interest**

The Board considered Declarations of Conflicts of Interest. No conflicts were declared.

### **Public Comment**

Chairman Pfister opened the meeting to public comment. No comments were offered.

### **Consideration of Wilson Water Group Contract Efforts**

The Board considered Wilson Water Group Contract Efforts. Erin Wilson and Brenna Mefford presented Consideration of Wilson Water Group Contract Efforts, stating an overview of the firm's efforts to date including, but not limited to, meetings with the District's attorney, Colorado Division of Water Resources, Colorado Water Conservation Board, and map development. Chairman Pfister recommended also reviewing the work completed on population predictions by the Growing Water Smart Workgroup and offered to send the materials. Ms. Wilson and Ms. Mefford agreed to review the materials

### **Consideration of Treasurer's Report**

The Board considered the Treasurer's Report – Director Kelly (copy attached). Director Kelly presented the Treasurer's Report, stating the highlights of the deposits, expenses, and ending balances.

### **Discussion Regarding Proposed 2021 Budget**

The Board considered Discussion Regarding Proposed 2021 Budget (copy attached). Chairman Pfister presented Discussion Regarding Proposed 2021 Budget, stating that in response to the comments provided by Jeff Kane and Wilson Water Group during the Public Hearing – Consideration of Proposed 2021 Budget he suggested the Board consider increasing the 2021 expenditures on the West Fork Reservoir and Canal water rights. A motion was made by Director Hudson and seconded by Chairman Pfister to increase the Engineering/Studies/Surveys line item by \$30,000 for a total of \$40,000 and the Due Diligence/Application line item by \$20,000 for a total of \$24,000. The additional \$50,000 in expenditures to be allocated from the 2021 ending balance. The motion passed unanimously.

### **Update Regarding CWCB Loan Deactivation**

The Board considered Update Regarding CWCB Loan Deactivation (copy attached). Chairman Pfister presented Update Regarding CWCB Loan Deactivation, stating that due to time constraints the Executive Committee unanimously approved the deactivation of the CWCB loan authorization for the San Juan River Headwaters Project as it was not yet fully executed and the District did not yet have a specific use for the funds. A motion was made by Chairman Pfister and seconded by Director Hudson to ratify the decision made by the Executive Committee to deactivate the CWCB loan authorization for the San Juan River Headwaters Project as it was not yet fully executed

and the District did not yet have a specific use for the funds. The motion passed unanimously.

### **Consideration of Director Kelly's Resignation**

The Board considered Director Kelly's Resignation (copy attached). Chairman Pfister presented Consideration of Director Kelly's Resignation, stating he had received Director Kelly's letter of resignation dated November 16, 2020 and effective November 17, 2020. The Board expressed its gratitude and thanked Director Kelly for her dedication and service. A motion was made by Chairman Pfister and seconded by Director Wheeler to accept Director's Kelly's letter of resignation effective November 17, 2020. The motion passed unanimously. The Board also authorized Jeff Kane to file said resignation letter with District Court.

### **Consideration of Election of New Treasurer**

The Board considered Election of New Treasurer. Chairman Pfister presented Consideration of Election of New Treasurer, stating Director Hudson had expressed an interest in the position. Director Hudson confirmed his interest. A motion was made by Chairman Pfister and seconded by Director Wheeler to elect Director Hudson as the new SJWCD Treasurer. The motion passed 7 – 0 with Director Hudson abstaining.

### **Consideration of Agenda Item Reports**

The Board considered Agenda Item Reports (copy attached). Renee Lewis presented Consideration of Agenda Item Reports, stating that in her experience agenda item reports can serve many functions, but the primary benefit is to provide the Board with background information on individual agenda items prior to the meeting. The Board agreed agenda item reports would be helpful in preparing for the meetings and to provide said report to whomever was preparing the agenda and meeting materials one week prior to meetings for dissemination to the entire Board. A motion was made by Director Hudson and seconded by Director Kelly to implement agenda item reports on a trial basis. The motion passed unanimously.

### **Consideration of Records Management Policy**

The Board considered Records Management Policy (copy attached). Renee Lewis presented Consideration of Records Management Policy, stating that her research has found most districts adopt the Records Management Manual – Colorado Special Districts from Colorado State Archives. She recommended the Board adopt said manual in an effort to better manage the District's records moving forward. A motion was made by Chairman Pfister and seconded by Director Hudson to adopt Records Management Manual – Colorado Special Districts from Colorado State Archives, and for Ms. Lewis and Director Hudson to develop a guidance document for daily management of records based on said manual. The motion passed unanimously.

### **Consideration of Draft Strategic Plan Comments**

The Board considered Draft Strategic Plan Comments (copy attached). Directors Tedder and Wheeler presented Consideration of Draft Strategic Plan Comments, stating an overview of their comments on said plan. The Board agreed it needed more time to review the comments and scheduled a Work Session for December 3, 2020 to again take up this agenda item.

### **Consideration of SW Basin Implementation Plan Update – IPP List**

The Board considered SW Basin Implementation Plan Update – IPP List. Chairman Pfister presented Consideration of SW Basin Implementation Plan Update – IPP List, stating he was still working on both the streamgauges project proposal and San Juan River Headwaters Project update with Directors Hudson and Porco respectively. He also requested other project proposals for the IPP List from the Board.

### **Consideration of Running Iron Ranch Lease Offer**

The Board considered Running Iron Ranch Lease Offer. Chairman Pfister presented Consideration of Running Iron Ranch Lease Offer, stating an overview of the November 16, 2020 Joint Special Meeting with the Pagosa Area Water and Sanitation District (PAWSD) Board of Directors. Director Hudson suggested PAWSD take the lead in pursuing further negotiations. The Board agreed, but requested Chairman Pfister be designated as the SJWCD representative in the matter. A motion was made by Director Wheeler and seconded by Director Secrist to designate Chairman Pfister as the District's representative in further negotiations of the Running Iron Ranch Lease Offer. The motion passed 7 – 0 with Chairman Pfister abstaining.

### **Consideration of Rescheduling SJWCD December Regular Meeting**

The Board considered Rescheduling SJWCD December Regular Meeting. Renee Lewis presented Consideration of Rescheduling SJWCD December Regular Meeting, stating the meeting as scheduled for December 21<sup>st</sup> would fall after the statutory deadline to certify the mill levy of December 15<sup>th</sup>. The Board agreed to reschedule the December Regular Meeting to December 10<sup>th</sup> at 9:00 a.m.

### **Consideration of Administration of Oath – Director Tedder**

The Board considered Administration of Oath – Director Tedder (copy attached). Chairman Pfister presented Consideration of Administration of Oath – Director Tedder, stating Jeff Kane had prepared an oath for Director Tedder. Following the administration of Director Tedder's oath, the Board made arrangements for full execution and filing.

There being no further business to come before the Board, the meeting was adjourned  
7:24 p.m.

Respectfully submitted,

Renee Lewis  
Recording Secretary  
For the Board of Directors