

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
May 20, 2021**

**CALL TO ORDER**

The regular Board of Directors meeting was called to order at the district office at 9:00 a.m. by President Samuel B. Potter.

**ROLL CALL**

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

**PUBLIC COMMENT**

There was no comment from the public.

**MINUTES**

Bruce E. Wampler moved the minutes of the April 15, 2021, meeting be approved as received; Richard L. McNeill seconded; motion carried.

**FINANCE REPORT**

**Bills to be Paid:** Bruce E. Wampler moved the attached list of bills be paid; Richard L. McNeill seconded; motion carried.

**Financial Statements:** Bruce E. Wampler moved the March and April 2021, Financial Statements prepared by Barnes, Pearson & Rudow, LLC be accepted; Richard L. McNeill seconded; motion carried.

**Barnes Pearson & Rudow PC.:** Bruce E. Wampler moved and directed the President to accept and sign the payroll engagement letter; Richard L. McNeill seconded; motion carried.

**WATER CONTRACTS**

**Patrick and Claire Fox;** Bruce E. Wampler moved approval of this water assignment from **Wendell and Kalin Goad**, 1 a.f., domestic, General Stored Water; seconded by Richard L. McNeill; motion carried.

**Nanci Marioni and Aldo Pinela;** Bruce E. Wampler moved approval of this water assignment from **Sanchez Drywall, Inc., Jose Sanchez**, 1 a.f., domestic, General Stored Water; seconded by Richard L. McNeill; motion carried.

**Theresa and Benjamin Wagenman;** Bruce E. Wampler moved approval of this water assignment from **Dale Titus**, 1 a.f., domestic, General Stored Water; seconded by Richard L. McNeill; motion carried.

**Dennis and Tara-Kay Booth** Bruce E. Wampler moved approval of this water assignment from **Ryan May**, 1 a.f., domestic, General Stored Water; seconded by Richard L. McNeill; motion carried.

**Melissa Stuart** Bruce E. Wampler moved approval of this water assignment from **William and Debra Russell**, 1 a.f., domestic, General Stored Water; seconded by Richard L. McNeill; motion carried.

**Lyman Fogel;** Bruce E. Wampler moved approval of this water allotment contract, 1 a.f., domestic, Silt Interconnect; seconded by Richard L. McNeill; motion carried.

**Jorge Guerra;** Bruce E. Wampler moved approval of this water allotment contract, 1 a.f., domestic, General Stored Water; seconded by Kelly Couey; motion carried.

Bruce E. Wampler moved the following contracts be cancelled effective today's date, per reasons in italics; seconded by Richard L. McNeill; motion carried.

**HES 51 County Road 223, LLC** **6.00 af**  
51 County Road 223, Rifle CO 81650  
Contract #110721MAP(b)  
*Duplicate Contract*

**Frederick Lock & Jeanne Mutillo-Locke** **2.69 af**  
1950 County Road 311 New Castle, CO 81647  
Contract # 180412FLJML(a)(H)  
*Requested cancellation – not moving forward with Hemp operations*

**Northern Plains Trucking Complete Energy Services** **10.00 af**  
1900 S. Sunset Street, Suite 1F Longmont, CO 80501  
Contract #031120HE(b)  
*Requested cancellation – no longer needed*

**William Pinkham** **2.7 af**  
1565 County Road 125, Glenwood Springs, CO 81601  
Contract # FM000621WP(a)  
*Requested cancellation – no longer needed, has filed to re-permit to household uses only*

**Esau and Samuel Ruiz** **1.00 af**  
6799 County Road 346, Rifle, CO 81650  
Contract #190718ESR#2(a)  
*Requested cancellation – contract not needed pursuant to SB20-155*

**Joel and Ruben Ruiz** 1.00 af  
TBD County Road 346, Rifle, CO 81650  
Contract #191121JRR2(a)  
*Requested cancellation – contract not needed pursuant to SB20-155*

**Andrew Schiller** 1.00 af  
37055 HWY 6&24, New Castle, CO 81647  
Contract #190919AS(a)  
*Requested cancellation – no longer needed – sold property before developing subdivision*

**Turtlepoop, LLC** 1.00 af  
TBD Bruce Road, New Castle, CO 81647  
Contract #200618TPL(a)  
*Requested cancellation – decided not to develop*

#### ALSBURY CREDIT

After discussion with the board Bruce E. Wampler moved to issue Alsbury contractees full credit for year 2020; seconded by Richard L. McNeill; motion carried.

#### ROUNDTABLE REPORT

The next roundtable meeting will be Monday May 24, 2021 at noon.

#### HYDROLOGISTS' REPORT

Water Watch and Augmentation reports were provided and discussed. Rifle, Divide, East Divide and Fourmile Creeks are all currently on call. The Colorado River call came off April 30, 2021 and the Elk Creek call came off on May 1, 2021, both with the possibility of going back on.

#### **ALSBURY RESERVOIR**

The gate was fully opened on May 1, 2021 but there is an issue with the outflow as it is only releasing 50%. This is most likely caused by debris build up of tree limbs and trash on the rack. Wendy will attempt to make another site visit soon to remove debris.

#### **CRYSTAL RIVER**

There was a Water Users meeting on May 19, 2021 to provide updates on the project as work continues on developing augmentation strategies. The River District will be meeting with Pitkin County Board of County Commissioners sometime in June.

#### **MARTIN RESERVOIRS**

All reservoirs are filled and the Atkinson Ditch-Martin Reservoir exchange will be operated to continue to keep them all full.

The Division of Water Resources did not honor the Doose Ditch call. The possibility of this call would have called out all of the reservoirs and would have required reservoir releases to augment contractees upstream of the Doose Ditch.

**YIELD STUDY**

All transducers have been installed except for Cache Creek and that will be installed Friday afternoon.

The forest service cut down some trees that may shift reference elevations on East Divide. Wendy will continue to evaluate and shift data accordingly if need be.

**ATTORNEY'S REPORT**

Received written and oral report from counsel.

**NEW BUSINESS**

The next meeting is scheduled for June 24, 2021.

**DIRECTORS' COMMENTS**

Sam Potter, "Today is a JOYOUS occasion!" The entire board was at the meeting after a year of zoom meetings.

**ADJOURN**

Meeting adjourned at 10:40 a.m.

SIGNED:

  
Richard L. McNeill, Secretary

ATTEST:



Samuel B. Potter, President

GENERAL FUND					
Num	Name	Memo	Account	Amount	
DD	Tammy Keenan	Salary	5221 - Salary	2300.20	
	Capital One, F.S.B.	Postage	5300 · Postage/Box Rent/Etc.	20.80	
	Capital One, F.S.B.	envelopes,paper, labels, paper plates, treats, coffee	5100 · Office Supplies	330.69	
	Capital One, F.S.B.	Comcast	5390 · Telephone & Internet	148.88	
	Capital One, F.S.B.	Zoom	5390 · Telephone & Internet	16.21	
eft	American Funds		2227 · Simple IRA Payable	97.13	
eft	American Funds		2227 · Simple IRA Payable	226.63	
5484	Bookcliff Professional Building, LLC	Escrow	5394 · Rent-Prop.Taxes/Ins/Utilities	200.00	
5484	Bookcliff Professional Building, LLC	Rent	5395 · Rent--Office unit	943.94	
eft	Electronic Federal Tax Payment System	84-0976632	2205-FICA/MED/FWT Payable	801.34	
5485	Barnes, Pearson & Rudow, PC	March & April Financials	5150 · Accounting	1,320.00	
5485	Barnes, Pearson & Rudow, PC	1st Qtr PR Reports	5150 · Accounting	200.00	
5486	CEBT	TSK Health Ins	5222 · Medical Insurance--Employer	917.99	
5487	Postmaster	Annual Box Rent (203)	5300 · Postage/Box Rent/Etc.	64.00	
5488	Deep Rock	Water	5100 · Office Supplies	32.06	
5489	Mountain Valley Technology, Inc	New Computer	1450 · Office Equipment	1,146.35	
5489	Mountain Valley Technology, Inc	Adobe and Microsoft	5125 · Office Equipment Expense	623.98	
5489	Mountain Valley Technology, Inc	Install new computer	1450 · Office Equipment	487.50	
				<u>9,877.70</u>	

*Handwritten initials and signature*

GENERAL STORED WATER					
Num	Name	Memo	Account	Amount	
2470	Olszewski, Massih & Maurer, P.C.	General	7047 · Legal--General	536.00	
2470	Olszewski, Massih & Maurer, P.C.	Alsbury Diligence	7053 · Legal - Alsbury	32.00	
2470	Olszewski, Massih & Maurer, P.C.	CRWCD	7047 · Legal--General	216.00	
2470	Olszewski, Massih & Maurer, P.C.	Contracts	7047 · Legal--General	72.00	
2470	Olszewski, Massih & Maurer, P.C.	Pioneer Ditch	7047 · Legal--General	504.00	
2470	Olszewski, Massih & Maurer, P.C.	Area A	7047 · Legal--General	400.00	
2470	Olszewski, Massih & Maurer, P.C.	Crystal	7048 · Legal--Crystal River	72.00	
2470	Olszewski, Massih & Maurer, P.C.	WD Diligence	7046 · Legal--WD project Diligence	536.00	
2470	Olszewski, Massih & Maurer, P.C.	Opp to RF Properties and South Canyon	7047 · Legal--General	440.00	
2471	Colorado River Engineering, Inc.	General	7032 · Hydrology--General	2,970.00	
2471	Colorado River Engineering, Inc.	Gate access & deadpool	7034 · Hydrology--Alsbury	150.00	
2472	Garfield County Clerk and Recorder	Memorandums	7070 · Memorandum Recording Fees	46.00	
				<u>5,974.00</u>	

*Handwritten initials and signature*

FOURMILE CREEK

Num	Name	Memo	Account	Amount
1921	Colorado River Engineering, Inc.	Site visit	8033 · Hydrology -- Martin # 1 & 2	240.00
1921	Colorado River Engineering, Inc.	Beckley mtg, Doose Ditch call, general	8030 · Hydrology	1,309.20
1921	Colorado River Engineering, Inc.	Site visit	8080 · Maintenance - Martin Reservoir	240.00
1922	Olszewski, Massih & Maurer, P.C.	General	8050 · Legal--General	1,160.00
1922	Olszewski, Massih & Maurer, P.C.	Martin Diligence	8053 · Legal -- Martin Reservoirs	232.00
1922	Olszewski, Massih & Maurer, P.C.	Zilm Hydropower	8050 · Legal--General	68.00
1923	Garfield County Clerk & Recorder	Memorandum recording	8070 · Memorandum Recording Fees	23.00
				<u>3,272.20</u>

*SP*

SILT INTERCONNECT

Num	Name	Memo	Account	Amount
497	General Stored Water Enterprise Fund	Reimburse <del>GWS</del> <i>Gsw</i>	1550 · Due from Other Funds	1,881.14
498	Olszewski, Massih & Maurer, P.C.	General	7801 · Legal	512.00
498	Olszewski, Massih & Maurer, P.C.	Diligence	7801 · Legal	688.00
499	Colorado River Engineering, Inc.	Diligence	7802 · Hydrology	600.00
500	Garfield County Clerk & Recorder	Memorandum	8000 · Memorandum Recording Fees	18.00
				<u>3,699.14</u>

*SP*

GRAND TOTAL

22,823.04

*SP*  
*SP*



# Barnes Pearson & Rudow PC

*Guiding you beyond tax season*

PLEASE READ, SIGN AND RETURN THIS LETTER TO OUR OFFICE

January 1, 2021

West Divide Water Conservancy District  
PO Box 1478  
Rifle, CO 81650

Dear Board of Directors:

We appreciate the opportunity to assist you with your accounting needs. This letter is to confirm our understanding of the terms under which we have agreed to do work with West Divide Water Conservancy District.

Each quarter we will prepare the payroll reports based on the information present in QuickBooks. We will review tax payments. We will initiate any necessary payments for you or request that you make the payments. We will notify you of amounts paid.

It is management's responsibility to substantiate and authorize all payroll records. We will not audit, examine, or review time records. Management is responsible for providing information regarding employees' paid sick leave wages which may be eligible for payroll tax credits based on the legislation recently passed by Federal and/or state agencies.

Fees for payroll preparation will be \$200 each quarter. All invoices are due and payable upon presentation.

It is our policy to keep work papers related to this engagement for seven years. We do not keep original documentation. It is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agency.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to our office. Thank you for this opportunity to serve you.

Very truly yours,

*Barnes, Pearson & Rudow, PC*

APPROVED:

Signature

5/20/2021

Date