

PAGOSA AREA WATER AND SANITATION DISTRICT )  
 )  
ARCHULETA COUNTY ) S.S.  
 )  
STATE OF COLORADO )

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) has been scheduled for Thursday January 19, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Special Meeting

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
  - a. Minutes – 12/8/2016 Regular Meeting and 1/5/17 Special Meeting
  - b. Water Loss Update/
4. Consideration of Resolution 2017 – 01 – Annual Posting for Meetings
5. Consideration of Renee Lewis Recommendation Letter
6. Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue
7. Consideration to Develop a Committee for Town Inclusions
8. Consideration of Canceling February Regular Board Meeting
9. Any other Business Brought before the Board will be Duly Considered.

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes – 1/5/2017 Special Meeting
  - b. Water Loss Update
5. Consideration to Develop a Committee for City Inclusions
6. Consideration of Resolution 2017 – 01 Annual Posting for Meetings
7. Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue
8. Consideration of Canceling February Regular Board Meeting
9. Any other Business Brought before the Board will be Duly Considered.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

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**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**JANUARY 19, 2017 REGULAR MEETING**

6 **Attendance**

8 The following Directors were present: Blake Brueckner, Michael Church, Paul Hansen, Gordon McIver,  
9 and Jim Smith.

11 In attendance from staff: Shellie Peterson, Justin Ramsey (telephonically). Also present was: Jim  
12 Garrett and Steve Graham and Jack Bridges.

14 **Call to Order**

16 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by  
17 Chairman Michael Church at 5:50 p.m.

19 **Consent Agenda**

21 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the  
22 December 8, 2016 Regular Meeting, the January 5, 2017 Special Meeting and the Water Loss Update.  
23 A motion was made by Director McIver and seconded by Director Hansen to approve the Consent  
24 Agenda as presented. The motion passed unanimously.

26 **Public Comment**

28 Chairman Church opened the meeting for Public Comment. Steve Graham and Jack Bridges thanked the  
29 Board for their time for discussion of The Foothills project during the Work Session.

31 **Consideration to Develop a Committee for City Inclusions**

33 Chairman Church indicated that he would like the Board to consider a committee to consider a long-term  
34 water plan for the downtown Pagosa Springs area. He suggested that this planning would be helpful to  
35 have in place prior to consideration of a Rate Study in 2018. After discussion, a motion was made by  
36 Director Brueckner and seconded by Director Smith to appoint Chairman Church and Director Hansen to  
37 this committee along with District Manager, Justin Ramsey.

39 **Consideration of Resolution 2017 – 01 – Annual Posting for Meetings**

41 The Board considered Resolution 2017 – 01 – Annual Posting for Meetings (copy attached). Shellie  
42 Peterson, Business Systems Manager, presented Consideration of Resolution 2017 – 01 – Annual  
43 Posting for Meetings, stating that it is an annual housekeeping matter and no changes from previous  
44 posting places were being suggested. A motion was made by Director Smith and seconded by Director  
45 Hansen to adopt Resolution 2017 – 01 – Annual Posting for Meetings. The motion passed unanimously.

50 **Consideration of 2017 Connection Charges and Adjustments to other Non-Rate Revenue**

51

52 The Board considered a 2017 Schedule of Fees & Charges with recommended changes in red-line (copy  
53 attached). Shellie Peterson, Business Systems Manager, presented Consideration of 2017 Schedule of  
54 Fees & Charges. After a lengthy discussion, a motion was made by Director Smith and seconded by  
55 Director Hansen to accept the Schedule of Fees & Charges with the changes suggested by staff with the  
56 exception that the rate to be charged at the Water Fill Stations should be set at \$9.10 per 1000 gallons.  
57 The Board concurred that a 30 day notice placed at the three locations would serve to inform the fill  
58 station customers of the upcoming increase for the purposes of covering the costs associated with that  
59 service. The motion passed unanimously.

60

61 **Consideration of Canceling February Regular Board Meeting**

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63 The Board considered canceling the February Regular Board Meeting unless there was a customer  
64 request to come before the Board or other matter that required Board attention. Shellie Peterson was  
65 directed to post the Notice of Cancelation at the appropriate time should a meeting not be required.

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67 **Other Business**

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69 Shellie Peterson informed the Board that it was becoming more likely that the Water Enterprise Fund  
70 would exceed its authorized appropriations during the payment of remaining 2016 expenses. If that is the  
71 case, a Budget Amendment would be prepared and a Public Hearing for such matter would be published  
72 for the March 2017 Board Meeting.

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74 There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

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76 Respectfully submitted,

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79 Gordon McIver

80 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT )  
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ARCHULETA COUNTY ) S.S.  
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STATE OF COLORADO )

NOTICE OF WORK SESSION CANCELLATION

NOTICE IS HEREBY GIVEN that the Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District have been CANCELED for February 16, 2017.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

SEAL

PAGOSA AREA WATER AND SANITATION DISTRICT )  
 )  
ARCHULETA COUNTY ) S.S.  
 )  
STATE OF COLORADO )

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday March 16, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
  - a. Minutes – 01/19/2017 Regular Meeting
  - b. Water Loss Update
4. Review of current District Affordable Housing Procedures
5. Board election of Board President/Chairman
6. Review and revise Bylaws
7. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes – 01/19/2017 Regular Meeting
  - b. Water Loss Update
5. Review of current District Affordable Housing Procedures
6. Board election of Board President/Chairman
7. Review and revise Bylaws
8. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

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**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**MARCH 16, 2017 REGULAR MEETING**

6 **Attendance**

8 The following Directors were present: Michael Church, Paul Hansen, Gordon McIver, and Jim Smith.

10 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett, Bill Hudson, Lynne Vickerstaff, Steve Graham and Jack Bridges.

13 **Call to Order**

15 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Michael Church at 5:30 p.m. A motion was made by Chairman Church to excuse Director Brueckner. The motion was seconded by Director Hanson and passed unanimously.

19 **Consent Agenda**

21 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the January 19, 2017 Regular Meeting and the Water Loss Update. A motion was made by Director Smith and seconded by Director Hansen to approve the Consent Agenda as presented. The motion passed unanimously.

26 **Public Comment**

28 Chairman Church opened the meeting for Public Comment. Lynne Vickerstaff stated her opinion that affordable housing is the largest problem facing the community and that it would be important for the Board to consider being a part of the solution.

32 Jim Garrett indicated that from the conversation regarding affordable housing in the Work Session, he thought the Board had perspective that should be shared with the affordable housing work group.

35 Bill Hudson suggested that it would be helpful for the Board to make a statement to the effect of encouraging the establishment of a third party to properly vet an affordable housing development.

38 **Review of Current District Affordable Housing Procedures**

40 There was no action presented or taken to change the policy of the Board that affordable housing projects are subject to currently published connection charges and Capital Investment Fees. Staff was directed to schedule any very compelling affordable housing projects to be considered by the Board.

44 **Board Election of Board President/Chairman**

46 Chairman Church had indicated in writing that his recent election as Chairman of the ACRCC, commonly known as the Republican Central Committee necessitated that he would step down as Chairman. After discussion and consideration of various Directors accepting the position; a motion was made by Director

49 Hansen and seconded by Director Mclver to appoint Director Smith as President/Chairman. The motion  
50 carried unanimously.

51

52 **Review and Revise Bylaws**

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54 Director Church indicated that he would like to see minimum educational and professional credentials  
55 specified for key positions of the District, specifically, that the District strive to employ a professional  
56 engineer (PE) and a certified public accountant (CPA). Justin Ramsey as a PE satisfies the PE objective  
57 and after discussion, a motion was made by Director Smith to direct Justin Ramsey to pursue hiring a  
58 person that had a CPA designation. The motion was seconded by Director Hansen and passed  
59 unanimously. Further discussion indicated that it would be preferable to codify this personnel objective in  
60 the Bylaws of the District. Justin Ramsey was directed to work with Jeff Robbins, PAWSD attorney, to  
61 develop language for the PAWSD Bylaws. The matter was tabled pending revised language for the  
62 Directors to consider.

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64 **Other Business**

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66 There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

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68 Respectfully submitted,

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71 Gordon Mclver

72 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT )  
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ARCHULETA COUNTY ) S.S.  
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STATE OF COLORADO )

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday April 20, 2017 at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
  - a. Minutes – 03/16/2017 Regular Meeting
  - b. Water Loss Update
  - c. Financial Statements as of March 31, 2017
  - d. Investment Report as of March 31, 2017
4. Discussion regarding potential IGA between PAWSD; County and Town for use of fiber capacity connection
5. Presentation of the Mountain Studies Forests to Faucets Program
6. Review and revise Bylaws
7. Discussion of letter to from Rod Proffitt, San Juan Water Conservancy District
8. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes – 03/162017 Regular Meeting
  - b. Water Loss Update
  - c. Financial Statements as of March 31, 2017
  - d. Investment Report as of March 31, 2017
5. Presentation of the Mountain Studies Forests to Faucets Program.
6. Review and revise Bylaws
7. Discussion of letter to from Rod Proffitt, San Juan Water Conservancy District
8. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

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**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**APRIL 20, 2017 REGULAR MEETING**

**Attendance**

The following Directors were present: Michael Church, Paul Hansen, Blake Brueckner, and Jim Smith.  
In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett and Marcie Bidwell.

**Call to Order**

The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by Chairman Jim Smith at 5:30 p.m. A motion was made by Director Church to excuse Gordon McIver. The motion was seconded by Director Hanson and passed unanimously.

**Public Comment**

Chairman Smith opened the meeting for Public Comment. There were no comments presented.

**Consent Agenda**

The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the March 16, 2017 Regular Meeting, the Water Loss Update and the financial reports. A motion was made by Director Hansen and seconded by Director Church to approve the Consent Agenda as presented. The motion passed unanimously.

**Mountain Studies Institute Forests to Faucets Request**

Marcie Bidwell had presented a request for financial support for the 2017 Forests to Faucets: My Water Comes from the San Juan Mountains Teacher Training Workshop. In partnership with the San Juan Mountains Association, Fort Lewis College and the Water Information Program, this teacher training has been held each summer since 2012 and was last offered in Pagosa Springs in 2013. The District had previously offered the use of the conference room and had extended that offer again for 2017. A motion was made by Director Hansen and was seconded by Director Smith to approve financial support in the amount of \$701.00 toward this program. The motion passed with Director Church voting against it.

**Review and Revise Bylaws**

The Directors considered language that had been proposed by Jeff Robbins, District Legal Counsel, regarding the insertion of minimum educational and professional credentials for key District personnel. Director Smith pointed out that on page 12 of the Bylaws the composition of the Audit Committee indicated was the Treasurer, a member of the Board appointed by the President and the District Manager or designee. Shellie Peterson reported that in the past couple of years, the full Board had chosen to participate on both the Budget and Audit Committees. Mr. Smith suggested that the Bylaws be revised to allow for flexibility in that matter. Director Made a motion to revise the Bylaws on page 12 to insert "a minimum of" one member of the Board as well as to incorporate the minimum educational and

50 professional credentials as suggested. The motion was seconded by Director Brueckner and passed  
51 unanimously.

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53 **Discussion of Letter from Rod Proffitt San Juan Water Conservancy District**

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55 This matter was discussed during the Work Session at length. Director Church made a motion to table  
56 the subject of any new discussions regarding Dry Gulch outside of those considered and agreed upon in  
57 the existing three-party agreements between the Colorado Water Conservation Board, the District and the  
58 San Juan Water Conservancy District for the remaining term of Loan A which extends until December 1,  
59 2034. The motion was seconded by Director Hansen and passed unanimously.

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61 It was suggested that Director Smith and Justin Ramsey should participate in the CWCB meeting  
62 scheduled for May representing the Board. Further direction was given for Justin Ramsey to respond to  
63 the other matters addressed in the letter such as approving the memorial plaque for Jack DeLange to be  
64 placed on a boulder on the District campus and declining participation in the stream management plan for  
65 the Upper San Juan River above Navajo Reservoir as it did not directly pertain to the District's watershed  
66 area.

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68 **Other Business**

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70 Justin Ramsey presented an invitation to the Board to attend the ground breaking for the first phase of the  
71 Veterans Memorial Park of Archuleta County on May 29, 2017. After discussion it was determined that  
72 the Board members would attend and staff was directed to produce appropriate name tags for the event.

73

74 Director Hansen suggested that the District should consider purchasing a vehicle that would be more fuel  
75 efficient. Manager Justin Ramsey offered to put together a vehicle plan to consider this suggestion.

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77 There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

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79 Respectfully submitted,

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82 Gordon McIver

83 Secretary

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PAGOSA AREA WATER AND SANITATION DISTRICT )  
 )  
ARCHULETA COUNTY ) S.S.  
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STATE OF COLORADO )

NOTICE OF REGULAR WORK SESSION AND MEETING

NOTICE IS HEREBY GIVEN that a Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District (PAWSD) have been scheduled for Thursday May 18, 2017, at 4:00 and 5:30 p.m. respectively. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado.

Proposed Agenda is as follows:

Work Session

1. Call to Order
2. Roll Call
3. Approval of Consent Agenda
  - a. Minutes – 04/10/2017 Regular Meeting
  - b. Water Loss Update
4. Consideration of a Petition for Inclusion for Water and Wastewater Purposes from Steve Thull
5. Consideration of a Request for Proposals for District General Counsel Services
6. Discussion and Review Status of District Vehicles
7. Consideration of Request for Funding from the Town of Pagosa Springs
8. Any other Business Brought before the Board will be Duly Considered

Regular Meeting

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Consent Agenda
  - a. Minutes – 04/10/2017 Regular Meeting
  - b. Water Loss Update
5. Consideration of a Petition for Inclusion for Water and Wastewater Purposes from Steve Thull
6. Consideration of a Request for Proposals for District General Counsel Services
7. Discussion and Review Status of District Vehicles
8. Consideration of Request for Funding from the Town of Pagosa Springs
9. Any other Business Brought before the Board will be Duly Considered

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

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**RECORD OF PROCEEDINGS**  
**PAGOSA AREA WATER AND SANITATION DISTRICT**  
**May 18, 2017 REGULAR MEETING**

6 **Attendance**

8 The following Directors were present: Paul Hansen, Blake Brueckner, and Jim Smith.

10 In attendance from staff: Shellie Peterson, Justin Ramsey. Also present was: Jim Garrett

12 **Call to Order**

14 The Regular Meeting for the Pagosa Area Water and Sanitation District (PAWSD) was called to order by  
15 Chairman Jim Smith at 5:38 p.m. A motion was made by Director Hansen to excuse Michael Church.  
16 The motion was seconded by Director Brueckner and passed unanimously.

18 **Public Comment**

20 Chairman Smith opened the meeting for Public Comment. There were no comments presented.

22 **Consent Agenda**

24 The Board considered the Consent Agenda (copy attached). The Directors reviewed the minutes for the  
25 April 20, 2017 Regular Meeting and the Water Loss Update. Director Smith noted that a Water Loss  
26 Committee Meeting had been held immediately preceding the work session and that pressure testing  
27 continues in the Lake Hatcher area. Director Hansen made a motion to offer \$100 rewards to the first  
28 customer who notified the District of a possible leak that the District was not previously aware of. The  
29 motion died for the lack of a second although there was further discussion. A motion was made by  
30 Director Hansen and seconded by Director Brueckner to approve the Consent Agenda as presented. The  
31 motion passed unanimously.

33 **Petition for Inclusion for Water and Wastewater Purposes**

35 Shellie Peterson presented a Petition for Inclusion from Steve Thull for 40 acres just outside of the current  
36 PAWSD boundary located at 811 Stevens Lake Road. The Directors had discussed the minimal impact  
37 this request represented at 1 equivalent unit during the work session. A motion to approve the inclusion  
38 was made by Director Hansen. Director Brueckner seconded the motion which passed unanimously.

40 **Request for Proposals for District General Counsel Legal Services**

42 Manager Ramsey indicated that this request for proposals would provide more information about other  
43 possible sources and costs associated with general counsel services, noting that he had called the  
44 current legal counsel, Goldman, Robbins, Nicholson & Mack, and PC. to let them know the District was  
45 considering this action. The Directors concurred and instructed Mr. Ramsey to advertise for general  
46 counsel services.

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**Status of District Vehicles**

The Directors reviewed a schedule of the District owned vehicles and directed Manager Ramsey to proceed with arrangements to auction those vehicles in poor or worse condition and furthermore to evaluate the trailers and take similar action with those or other items that are no longer of use to the District.

**Request for Funding of the Pinon Lake Fountain from the Town of Pagosa Springs**

The Directors considered the request from the Town of Pagosa Springs to contribute financially to the operating costs of the Pinon Lake Fountain. After discussion, a motion was made by Blake Brueckner and seconded by Director Hansen to decline to support this feature financially. The motion passed unanimously. Manager Ramsey was directed to respond to the Town in writing indicating that the Directors could not justify the expense as it did not deliver any direct benefit to District rate payers.

**Other Business**

Justin Ramsey requested that the June 15, 2017 meeting be rescheduled for June 22, 2017, to accommodate Ronny Farmer's schedule. Mr. Farmer will be presenting the results of the 2016 Audit at the meeting rescheduled for June 22, 2017.

Director Smith noted that in conversation with Mr. Farmer during his last session at the District, Mr. Farmer had suggested that random months of total expenditures be compared to each other as well as random pay periods. The comparison may highlight variations in each specific type of expense. It was determined to talk more about this with Mr. Farmer at the next meeting.

There being no further business to come before the Board, Director Brueckner made a motion to adjourn the meeting at 6:06 pm. Director Hansen seconded the motion which passed unanimously.

Respectfully submitted,

Gordon McIver  
Secretary

PAGOSA AREA WATER AND SANITATION DISTRICT )  
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ARCHULETA COUNTY ) S.S.  
 )  
STATE OF COLORADO )

NOTICE OF ATTENDANCE AT THE VETERANS MEMORIAL PARK GROUND-BREAKING

NOTICE IS HEREBY GIVEN that members of the Board of Directors of the Pagosa Area Water and Sanitation District plan on attending the ground-breaking ceremony of the Veterans Memorial Park on May 29, 2017 at 1:00 p.m. This is being noticed to accommodate the attendance of a possible majority of the members of the Board. The event will be held at the Veterans Memorial Park of Archuleta County on Vista Blvd, Pagosa Springs, Colorado. There will be no District business conducted.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

SEAL

PAGOSA AREA WATER AND SANITATION DISTRICT )  
ARCHULETA COUNTY ) S.S.  
STATE OF COLORADO )

NOTICE OF REGULAR WORK SESSION AND MEETING RESCHEDULED

NOTICE IS HEREBY GIVEN that the Regular Work Session and Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District have been RESCHEDULED from June 15, 2017 at 4:00 and 5:30 p.m. respectively to June 22, 2017. The Regular Work Session and Meeting will be held at 100 Lyn Avenue, Pagosa Springs, Colorado. Agenda to follow.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Justin Ramsey  
For the Board of Directors

SEAL