

**Board of Directors Regular Meeting - Minutes**  
**Stratmoor Hills Water District**  
**July 17, 2024**

**RECORD OF PROCEEDINGS**

The Regular Meeting of the Board of Directors, held Wednesday, July 17, 2024, was called to order by President Robert Colgrove at 3:15 PM.

Present: President Robert Colgrove, Vice-President James Pesicka, Secretary/Treasurer John Willcox, Director Cindy Dent and Director Richard Dull

Absent: None

Staff: District Manager, Kirk Medina, Field Supervisor, Nancy Lee Watkins

Public: Tom Sistare, Hoelting and Company

**Approval of Minutes**

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of June 12, 2024, as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.

**Approval of Agenda**

Motion was made by Director Pesicka to approve the agenda as presented. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.

**Public Comment**

None.

**Unfinished Business**

None.

**New and Miscellaneous Business**

**W-1. 2023 Audit Presentation – Hoelting and Company**

The District Manager introduced Tom Sistare from Hoelting and Company who delivered the Independent Auditor's Report. Mr. Sistare reported an unmodified opinion, or clean report and explained the Water District's net position increased by roughly \$170,000 from 12/31/2022. He added that operating revenues went up, in part due to the increase in the sanitation maintenance contract increase. Operational expenses decreased by roughly \$25,000 and tap fees were up by nearly \$80,000 from the previous year. He reported his biggest concern was the number of audit adjustments that were needed. There were 48 audit adjustments needed, including a large bank reconciliation adjustment. Like the Sanitation District, the adjustments from the previous year

were never made, adding to the magnitude and number of adjustments needed. He explained that these adjustments were more difficult to address because many were inconsistent with previous adjustments. He recommended the district hire an accountant to review the entries monthly. He concluded by stating that internal controls can be a challenge for small districts, but additional oversight might be needed. Director Pesicka moved to accept the 2023 audit as presented and authorize the report to be filed with the State Auditor. Second provided by Director Willcox. All Ayes – motion passed unanimously (5-0).

A recess was called by President Colgrove at 3:22 PM so the Sanitation District could be completed. The Water District meeting re-convened at 3:30 PM.

### **W-2. Update of Superintendent Job Description**

The district manager reported that the Superintendent position has been vacant for 9 years and he is now recommending filling that position from within. He recommended some minor changes be made to the job description prior to filling the vacancy. Director Pesicka moved to approve the changes made to the Superintendent job description and authorize the manager to fill this position from within. Second provided by Director Dull. All Ayes – motion passed unanimously (5-0).

### **W-3. Office Supervisor Job Description**

The district manager recommended that an Office Supervisor position be developed to oversee office, customer service and billing activities. He explained that this would not be an additional position but would replace one of the existing positions. Director Pesicka moved to approve the Office Supervisor job description and authorize the manager to fill this position from within. Second provided by Director Willcox. All Ayes – motion passed unanimously (5-0).

### **Manager's Report**

A Manager's Report describing significant activities that took place during the month was included in the board packet. The District Manager reported that crews responded to 2 water main breaks and 4 service lateral repairs in June. He reminded the board that once the interconnect project is approved by CSU, the \$396,025 connection fee for the additional 175 acre feet of water availability will be paid. He reported he received verbal notification that the Dola Energy and Mineral Impact grant he applied for has been recommended for approval. Nancy Lee has been working closely with the state to comply with the lead service lateral inventory. She provided the Board an explanation of what needs to be done. She also provided the board an explanation of House Bill 24-1344 that was passed into law requiring backflow testers to be licensed plumbers. She explained that CDPHE oversees the backflow program and enforcement of licensed plumber requirements will not be likely until 2025. The District Manager informed the Board that Shana has been working with our Billmaster representative to provide us with a method for sending email Auto Pay notices to our customers.

### **Safety Committee Report**

Director Willcox reported on the July 10, 2024, Safety Committee meeting. He reported that the latest work-related accident was on April 15, 2024, and it has been 85 days since the last close call. In the safety meeting, the importance of avoiding ground level hazards at the work site were discussed. He reported that staff plans to purchase a 4 shelf first aid cabinet from Uni First and

CPR training will be provided. Fire extinguishers were all tested in June. The next meeting was scheduled for Wednesday, August 14, 2024.

**Financial Reports**


The District Manager reported that revenues were only at 37% so far this year, but water use is rising quickly, and he expects the budget to be on track as we go through the summer. He added that Eldorado charges will also add to the revenues. He reported that expenditures were only at 30% so the overall budget is in good shape. Director Pesicka moved to approve the June 2024 financial report as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

**Other Business**

None.

**Adjournment**

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 4:08 PM. Second provided by Director Willcox. All Ayes - motion passed unanimously 5-0.

  
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John Willcox  
Secretary/Treasurer

  
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Robert Colgrove  
President/ Chairman