

**Board of Directors Regular Meeting - Minutes**  
**Stratmoor Hills Water District**  
**December 11, 2024**

**RECORD OF PROCEEDINGS**

The Regular Meeting of the Board of Directors, held Wednesday, December 11, 2024, was called to order by President Robert Colgrove at 3:13 PM.

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

Absent: None

Staff: District Manager Kirk Medina and Superintendent Nancy Lee Watkins

Public: None

**Approval of Minutes**

Motion was made by Director Pesicka to approve the minutes from the Regular Meeting of November 20, 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. 2025 Budget Approval** – The district manager presented the 2025 final budget and described the changes that were made since the last meeting. He pointed out that the Sanitation Billing fees were increased by \$5,000 to match the expenditure amount from the Sanitation District budget. Another increase was made to FVA expenditures in both 2024 and 2025. He also went over the fund balance adjustment that included the \$96,114 audit adjustment that was paid to the sanitation district in 2024. Director Pesicka moved to adopt the Stratmoor Hills Water District’s final budget by Resolution No. 2024-03, and set the mill levy rate at zero for the Water District for the year beginning January 1, 2025, and ending December 31, 2025. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

**W-2. Extension of Professional Services Agreement with Steven G. Rabe** - The district manager reported the existing service agreement with Steve Rabe for the recruitment of a new district manager expires on December 21, 2024. He recommended extending this agreement until May 1, 2025. Director Pesicka moved to approve an extension of the current Service Agreement with Steven G. Rabe to facilitate the hiring process for a new Water and Sanitation District Manager on a month-by-month basis until May 1, 2025. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

**W-3. Approval of Hiring Timeline and Application Process for a new District Manager** -

The board reviewed the hiring timeline and application process provided by consultant Steve Rabe. Director Pesicka moved to go forward with the Stratmoor Hills Water District Hiring Process Timeline for obtaining a new District Manager as proposed by the district's consultant, Steven G. Rabe.

**W-4. Update to Employee Handbook** – The district manager reported that the Employee Handbook, adopted on May 15, 2024, did not include Operator Certification language that was included in the previous Personnel Policy. Director Dent asked if someone coming in with certifications would also get these increases, and the manager explained that their starting salary would take into consideration certifications upon hiring. The district manager recommended a change to the handbook that would include incentives for obtaining operator licenses. Director Pesicka moved to approve the addition of a 3% pay increase to Water/Wastewater Operators who are required to obtain certifications as part of their job, as presented. Second provided by Director Willcox.

**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 the water treatment averaged 330,000 gallons per day using Well 4 at the beginning of the month and Well 10 for the remainder of the month. The manager reported that an operator was involved in a minor vehicle accident while pulling away from Well 10. The employee was cited and there were no injuries. He informed the board that he has not received the worker's comp, and property and liability insurance renewal packages yet, but he anticipated them any day. He added that if the cost is greater than the budgeted amount, he will advise the board of that at the next board meeting. He provided an update on the CSU interconnect project and reported that the notice to proceed was delivered to Velocity Constructors on November 14<sup>th</sup>. This project is expected to be completed by Fall of 2025. There was also discussion regarding a water main break on Crestridge and Chamberlin. Nancy Lee to follow up to verify the trench was backfilled and cones were removed.

**Safety Committee Report**

Director Willcox reported on the Safety Committee meeting that was held on December 4, 2024. He reported that all members were present and there have been no accidents in 233 days. Agenda items were safe driving practices for employees, and the need for additional trenching and shoring training. The next safety meeting is scheduled for Wednesday, January 8, 2025.

**Financial Reports**


The District Manager verified the bank balances matched the Quickbooks reconciliation report. The district manager reported that water assessments continue to catch up with the budgeted amounts and expenditures are on track for this time of year. He added that expenditures and revenues were nearly identical this year, when taking into account anticipated FVA costs. Director Pesicka moved to approve the November 2024 financial reports as presented. Second provided by Director Willcox. All Ayes – motion passed unanimously 5-0.

**Other Business**

President Colgrove asked who authorizes snow days. The district manager said that he authorizes the office closures, and he relies on Nancy Lee to determine the hours for field crews. He added that he typically follows the closures or delays of entities like schools, but he recognized that he needs to be more watchful on occasions where weather might clear up. There was also discussion regarding the time the phone system is switched over to the standby operators.

**Adjournment**

With no further business to come before the Board of Directors, Director Pesicka made a motion to adjourn the meeting at 3:38 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

